

**Ajmal**

**Email:**

[**Ajmal-393152@2freemail.com**](mailto:Ajmal-393152@2freemail.com)

**Date Of Birth:**

13/12/1993

**Marital Status:**

Single

**Nationality:**

Indian

**Driving License:**

India

**Languages Known:**

* English
* Malayalam
* Hindi



OBJECTIVE:



To obtain wide exposure, acquire knowledge and experience in the field of finance and management and reach the pinnacle of success by excelling in what I do thereby becoming an indispensable asset to the organization.

EXPERIENCE



**Kerala, India** (Worked as Assistant of

CHARTERED ACCOUNTANT (8 months):

* Accounts, reconciliation statements & accuracy norms.
* Prepare revenue, expense, payroll entries, invoices, and other accounting documents.
* Maintain financial data bases, computer software systems (Tally, Excel, and Word) and manual filing systems.
* Handling Petty cash and making receipt and payment voucher.
* Handling Company’s bank transactions.
* Maintaining the fixed assets register, Calculating Depreciation & passing the necessary entries.
* Auditing the entries to be complied with the rules and the accounting system of each Company.
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Handling clients, Vendors and service provider’s payments.
* Bank reconciliations,

**Umm Ul Quwain (**Currently working

* + Dubai-UAE 2016- present)
* Finalization of accounts and statements.
* Preparing P&L account and Balance sheet
* Maintaining all Books of Accounts in Tally ERP
* Maintaining Credit Control - Account Receivable
* Handling petty cash
* Collection of Bill receivables and managing payable
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement

EDUCATIONAL QUALIFICATION:



**B.Com**

* Under University of Panjab University.

**Plus Two**

* T M V Higher Secondary school, Akkikavu.

**SSLC**

* M V M Residential H S, Valayamkulam.



ADDITIONAL QUALIFICATION:



* MS Office
* TALLY ERP
* Adobe Photoshop

Summary Of Skills:



* Accounts department
* Time Keeper
* Clerical Section
* Management

REFERENCES:



Can be provide on request

DECLARATION:



The above mentioned information is correct to best of my knowledge

**Ajmal**