**Contact Me**

Mikdad-394080@2freemail.com

Kerala,India

**MIKDAD**



ACCOUNTANT

**Objective**

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the organization, based on my expertise and knowledge and to further my personal capabilities by learning from the new exposure within the structured framework of the organization

**Social Profile**

**Other Info**

**Skills**

MS Office –Excel, Word and

Power Point , C , C++.

Accounting software’s : Tally,

BUSY

Internet & E-mail operations.

**Languages**

English, Hindi, Malayalam

**2017 - 2019**

**2014 - 2015**

**2013 - 2015**

**Experience**

**Accountant**

Maintaining and submitting neat and accurate reports

in a timely fashion,

Preparation of daily registers

Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts

Assist with reviewing of expenses, payroll records etc. as assigned

**DEO**

Entering, updating, researching, verifying and retrieving data from various systems; and ensuring the accuracy and confidentiality of information recorded.

**Supervisor**

Monitoring employee productivity and providing constructive feedback

**Interest**

**Others**

•ACCOUNTING

•FINANCIAL STATEMENT

ANALYSIS

•FINANCIAL MANAGEMENT

•BILLING/DATA ENTRY

**2016 -**

**2012 - 2013**

**2010 - 2012**

**Education**



**NICT | Accounting**

Indian and foreign accounting

**EKNM INDUSTRIAL TRAINING INSTITUTE | COPA - Computer Operating And Programming Assistance**

**GHSS CHEEMENI | HSE Higher Secondary Education**

SUBJECT : Commerce

**2008 - 2009** **MKSHS | SSLC - Secondary School Leaving Certificate**

**Projects**

**2013 -** **GOVT OF INDIA | National Population Register**