CURRICULUM VITAE

**Irshad**

Email address: Irshad-394242@2freemail.com

Visa Status: Visit Visa (Exp: 11/Nov/2019)

**OBJECTIVE:**

Certified Public Accountant with 2+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an BCA with a focus in IT and diploma in Foreign Accounting and Financial Management. Seeking to leverage accounting expertise and experience into a managerial role.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

**WORK EXPERIENCE:**

**3+ Years of Professional Experience**

**Accountant**:

Financial Department

*Jubail, Kingdom of Saudi Arabia – January 2017 to January 2019*

**Duties & Responsibilities**

* **Prepare asset, liability and capital account entries by compiling and analyzing account information.**
* **Verifying balances in account books and rectifying discrepancies**
* **Verifying and Maintaining bank transactions date for the BRS**
* **Managing or entering day-to-day transactions**
* **Preparation, validation and submission of monthly and quarterly VAT returns for the entities**
* **Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports**
* **Preparing financial documents such as invoices, bills, and accounts payable and receivable.**
* **Collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.**

**Relevant Skills:**

Accounting Knowledge

Excellent in Tally ERP & Microsoft Office Program:

* Good verbal and written communication skills.
* MS Excel: Excellent skills in adding and maintaining documents for payroll & employee details.
* Knowledge of all Tally ERP shortcuts which is required to enter different transaction entries.
* Problem Analysis and Problem-Solving Skills.
* Outlook: Very much familiar to use outlook for checking mails of clients and employees.
* Highly skilled in driving light Motor Vehicles (Obtained Saudi Arabia Driving License)

**Sales Executive**:

Sales Department

*Ajman, UAE – October 2009 to February 2011*

**Duties & Responsibilities**

* **Demonstrating and presenting products**
* **Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors**
* **Maintains quality service by establishing and enforcing organization standards.**
* **Delivering items to the door steps of customers.**
* **Contributes to team effort by accomplishing related results as needed**

**EDUCATIONAL BACKGROUND:**

**FOREIGN ACCOUNTING & FINANCIAL MANAGEMENT**

Sree Shankaracharya computer Center – Diploma in Manual & Computerized Foreign & Indian Accounting *Kanhangad, Kerala,* ***India***

January 2015- September 2015

**Bachelor of Computer Application (BCA)** (Software Engineering)

SIMS, Mangalore University, Mangalore

*Karnataka,* ***India***

March 2011- May 2014

**Higher Secondary**

IEMHSS, Pallikere

*Kerala,* ***India***

March 2007- June 2009

**Relevant Qualifications:**

**Languages:**

* English: Fluent in speaking and writing
* Hindi: Efficient in speaking and writing
* Arabic: Basic in Speaking
* Malayalam: Mother language

**PERSONAL INFORMATION:**

Nationality: Indian

Marital Status: Single

Date of Birth: October 11, 1990

Place of Birth: Kerala, India

**References:**

will be provided on demand