

PROFILE

Accountant with 4 Year

experience out of which 2 Years as professional working experience and 2 Years as Trainee.

Tally, Cash Administration, Banking, Petty Cash control and Documentation are the major working areas.

PERSONAL INFO

D. O. B 27-08-1993

Nationality Indian

Marital Status Single

KEY SKILLS

* Tally, Peach tree, Quick book, Google Sheets.
* SAP Business One Business User.
* Accounts Monitoring and Finalization.
* Languages: English, Malayalam, Urdu, Hindi.
* Team Player, Hard Working, Problem Solving and Communication skill.

ASHIQALI

ACCOUNTANT

Email: [ashiqali-394406@2freemail.com](mailto:ashiqali-394406@2freemail.com)

OBJECTIVE

To work in a healthy, innovative and challenging environment

extracting the best out of me, which is conductive to learn and grow at professional as well as personal level there by directing to my future endeavors as an asset to the organization.

QUALIFICATION

***BACHELOR OF BUSINESS ADMINISTRATION (2012-2015)*** SNDP College - Affiliated to Calicut University, Kerala, India.

CAREER EXPERIENCE

1. **(1 Year)** Kerala, India.

Designation: **Accountant | Cash Administrator**

* + Manage books of accounts manual and computerized.
  + Tallying cash and stock on daily basis.
  + Preparation of Bank Reconciliation statement on monthly basis.
  + Managing all the records like purchase order, invoices, sale orders and accounts statements.
  + Prepare purchase order and receive inventory details.
  + Collecting and correcting the statements from suppliers.
  + Managing the receipts and the payments of cash and cheque.
  + Updating the receivables from the customers and managing the payables to the suppliers.
  + Preparation of Daily Sales Report (DSR).

ACHIEVEMENTS

* Certified PG Diploma in Indian and Foreign Accounting (PGDIFA) from IPA Kerala.
* Specialized in MS Office – Microsoft Excel Global Certificate Holder.
* Tally ERP 9.0 Global Certificate Holder.
* Completed Project on Subject – Customer Satisfaction as a part of Academic Project Work.
* Valid Indian driving License for LMV

REFERENCES

* *Available on requests.*
  + Preparation of Petty cash Statement with proper documentation.

1. **(1 Year)** Kerala, India.

Designation: **General Accountant**

* + Preparation of Invoices and Delivery Notes against the sales and keeping the records.
  + Managing and Monitoring the Credit Facilities of the customers.
  + Regular monitoring of the Bank balance.
  + Updating the Accounts details and Statements of the customers.