

**SIYAD**

Email**:** siyad-395565@gulfjobseeker.com

**CAREER OBJECTIVE**

Using my skills, education and experience to develop my career as an Accountant and help the Company to achieve business goals by selecting or creating effective solutions in an international Environment.

**WORK EXPERIENCES**

**Organization:** **Spazco Associates**

Edappal, Kerala – INDIA

**Designation:** Accountant Assistant

**Tenure:** From October 2018 to 30th September 2019 (1 Year)

**Job Description and Responsibilities:**

* Responsible for recording all transactions within the office
* Bank Deposit works, Bank Receipt Voucher
* Preparation of Month end reports, Yearend reports
* Checking all the TAX related documents
* Checking vouchers with supporting documents
* Assisting the Finance manager in accounting and year end finalization/audit etc.
* Petty Cash Handling and Data Entry

**STRENGHT AND SKILLS**

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Hard Working & Sincere

Active Participation in team works

Good Reporting Skills

Quick learn and adapt any kind of challenges





**ACADEMIC EDUCATION**

**Bachelor of Commerce**

University of Calicut, Kerala in Year 2018

**12th Std.** – **Commerce** - Board of Higher Secondary Examination

**10th Std.** - Kerala State Education Board

**Academic Project**

* Business Auditing at Benco Food & Beverages PVT LTD (6 month – Main Project)
* One-week Industrial Training at Benco Food & Beverages PVT LTD

**CERTIFICATION & COMPUTER KNOWLEDGE**

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| Accounting Software: |  | Tally ERP 9 |
| Operating System: |  | MS Office & Internet |
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| **PERSONAL DETAILS** |  |  |  |
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| Date of Birth: | 29th April 1998 |
| Marital Status: | Single |
| Languages Known: | English, Malayalam & Tamil |
| VISA Status: |  | ***Visit Visa (Expire on 13th February 2020)*** |  |

