



HASHIM N

PROFILE

SEEKING A GROWTH ORIENTED CARRIER BY WORKING WITH A SYSTEM UTILIZE MY KNOWLEDGE AND SKILLS FOR THE BENEFIT OF THE ORGANIZATION WITH OPPORTUNITY FOR PERSONAL ADVANCEMENT.

EXPERIENCE

JUNIOR ACCOUNTANT

2022 JULY-DECEMBER

AKHIL M T ASSOCIATES, TRIVANDRUM

KEY RESPONSIBILITIES

- PREPARE SUPPLIER RECONCILIATION AND PROCESS PAYMENT
- FINANCIAL STATEMENT AND PREPARATION
- GENERAL LEDGER AUDITS AND ENTRIES
- PREPARED QUARTERLY VAT RETURNS AND REVIEWED SUBMITTED DOCUMENTATION WITH AUDITORS
- POSTED ACCOUNTS RECEIVABLE
- PERFORM MONTHLY BANK AND ACCOUNT RECONCILIATION
- MONITORING MONTHLY SALES AND PREPARATION OF COMMISSION
- MONTH END ANALYSIS AND RECONCILIATION
- RENT EXPENSE AND PREPAYMENT CALCULATION ON MONTHLY BASIS
- USED TALLY ACCOUNT SOFTWARE TO PERFORM BOOKKEEPING

ACCOUNTANT

2022 MARCH-JULY

SAIN STEEL EQUIPMENT, TRIVANDRUM

KEY RESPONSIBILITIES

- TALLY ERP9 SOFTWARE
- TALLY & GST BILLING
- EXCEL
- DEALING WITH ALL TYPE VOUCHERS

BILLIER AND CASHIER

2021 JANUARY-JUNE

VISMAY CLOTHING BRAND, ERNAKULAM

KEY RESPONSIBILITIES

- BILLING
- SALES
- CUSTOMER HANDLING
- STOREKEEPER

CONTACT

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ACADEMIC CREDENTIALS

2017-2020

DEGREE

BBA-BACHELOR OF BUSINESS
ADMINISTRATION, UNIVERSITY
INSTITUTE OF TECHNOLOGY,
TRIVANDRUM

2021-2022

DIPLOMA

CFA, COMPUTERISED FINANCIAL
ACCOUNTING, KELTRON TRIVANDRUM

2021

DIPLOMA

IATA FOUNDATION IN TRAVEL AND
TOURISM WITH GALILEO, SPEED WINGS
INSTITUTION, ERNAKULAM

2015-2017

PLUS TWO

VPS HSS FOR BOYS, VENGANOOR
TRIVANDRUM

2015

SSLC

VPS HSS FOR BOYS, VENGANOOR
TRIVANDRUM

LANGUAGES KNOWN

- MALAYALAM
- ENGLISH
- HINDI
- TAMIL

COMPUTER PROFICIENCY

- TALLY ERP9
- MS OFFICE
- AMADEUS
- GALILEO

KEY SKILLS

- TAX COMPUTING
- ANALYTICAL SKILL
- AUDITING
- BUDGETING
- INVOICING
- RECONCILIATION
- PREPARE ACCOUNTING REPORTS
- PREPARE FINANCIAL STATEMENT
- ERP IMPLEMENTATION
- PREPARING LEDGER

STRENGTH

- HARDWORKING AND COMMITTED EXCELLENCE
- ABILITY TO WORK IN FAST PAGED TEAM ORIENTED ENVIRONMENT

DECLARATION

I HEREBY DECLARE THAT ALL THE DETAILS MENTIONED ABOVE ARE TRUE AND CORRECT TO MY KNOWLEDGE AND BELIEF.

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