

ANFAS AHAMMED T

Mob: 0554538076

Jurf, Ajman

Email: anfasws@gmail.com



Career Objective

To be a part of a progressive organization and to work with a team for achieving the organizational goal there by developing my skills and gaining satisfaction in all aspects.

Educational Qualifications

Bachelor of Commerce – Co-operation

University of Calicut
2016 – 2019

Plus Two - Commerce with Computer Application

State board of examination Kerala
2014- 2016

S.S.L.C

State board of examination Kerala
2013-2014

Training Acquired

6 month Post Graduated Diploma in Practical Corporate Accounting (PGDPCA)
from M/S ACCOUNTSOLUTIONS.

Training includes

Manual Accounting.

Computerized Accounting.

(Tally ERP GST, SAP FI-CO)

Online & Offline Banking Transactions.

Accounts Auditing & Taxation.

MS Office.

CoralDRAW.

Experiences

M/S JOURNALS (As an accounts contracting firm) PERINTHALMANNA

16 September 2019 - 30 November 2020

Accountant

Communication Skills

English (Read, Write, Listen & Speak)

Malayalam (Read, Write, Listen & Speak)

Hindi (Read, Write, Listen & Speak little)

Arabic (Read & Write)

Job Profile

Control over all Accounting & financial matters.

Handling and maintaining Accounts up to finalization.

Preparation of year ending schedule & accounts statement for Audit.

All kind of Bank Transactions.

Handling staff files & preparation of payroll.

Maintaining Purchase & Sales including stock register.

Skills

Good Communication skills Proficient in smooth processing of Back Office Operations Capable of gathering and updating data to maintain departmental records performs Accounts Payable functions

Quick familiar with any Accounting Software's.

Personal Details

Date of Birth: 30/05/1999

Marital Status: Single

Nationality: Indian

Passport No: S7878032 - Expiry Date - 27/11/2028

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above mentioned particulars.

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