



ANZIL VAHAB

ACCOUNTANT

Accountant with 2 years of experience of Ledger process, Communication, Bank reconciliation, Journal creation. Possess a Graduation in Co-operation. Seeking a position to leverage my professional expertise and experience.

Work experience

ACCOUNTANT

From August 2019 to April 2022 HHYS INFRAMART Kayamkulam, Kerala, India

Employment History

- Verification of daily sales report and cash collection report
- Generating AP invoices
- Sales return filing according to date and series
- Customer support in statement and balance inquiry
- Passing of various journal entries
- Daily creditors aging report
- Daily vendor's liability aging report preparation
- Purchase register checking & correcting
- Supplier statement follow up and statement Reconciliation
- AP credit memo generation in SAP
- Supplier ledger reconciliation and balance confirmation
- All kind of receipts and payments accounting
- Bank reconciliation and bank entries
- Preparation of project P&L
- Checking petty cash & guiding cashier
- Assisting in GSTR & ITR filing

Education

Bcom (Co-operation)

From 2014 to 2017 S.N College of Management And Technology
Alappuzha, Kayamkulam

UNIVERSITY OF KERALA

Diploma in Computerised Financial Management (DCFM)

2018 Datatec IT campus Kayamkulam, Kerala, India

Skills

COMMUNICATION

Excellent communication skills and ability to present complex information in an easy to understand format

ORGANIZING & PLANNING

Organizing and Planning works timely

TEAM WORKER

Identifies what needs to be done and completes the tasks on behalf of or in cooperation with the other team members

Computer Skills

Tally ERP 9 & SAP Business One

Experienced With TALLY ERP 9 & 3+ Year experience in SAP Business One

Microsoft Office

3+ Years Experience With Microsoft Office
(EXCEL, WORD, POWER POINT)

Languages

Malayalam

Read, Write & Speak

English

Read, Write & Speak

Tamil

Speak

Hindi

Read