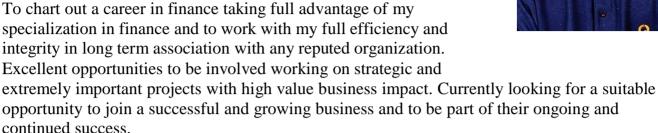
FASIL RN FINANCIAL ACCOUNTANT

> PROFILE





■ASHRAF &CO

FINANCIAL ACCOUNTANT & AUDITOR (JUNE 2019 to DECEMBER 2021)

- Keep proper record of financial transactions by entering account information into the accounting system.
- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Guides consultants & admin staff by coordinating activities and answering their queries.
- Bank Reconciliation & Handling other Accounts Receivables activities.
- Prepares vouchers & payments by verifying invoices and requesting disbursements of the payment.
- Prepare and maintain depreciation and prepayment schedule.
- Prepares financial report i.e., Profit & Loss account, Balance Sheet, and other financial reports as and when needed.
- Manage Fixed Assets, Prepares commission statement & Coordinate in petty cash activities for the company.
- Posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, and preparing financial reports.
- Monitoring daily communications and answering any queries & Ensuring payments, amounts and records are correct.



- Preparation of corporate tax filings (GST) and assisting with annual corporate taxreturns.
- Develop and maintain a documented system of procedures and internal controls to ensure efficient accounting operations and financial reporting accuracy.
- Ensures all accounts properly specified / justified as well as all business events and transactions are properly recorded and justified.

> EDUCATION

- DIPLOMA IN MASTER ACCOUNTING C-DAC, KERALA, INDIA.
- MASTER OF COMMERCE (2017-2019) UNIVERSITY OF BHARATHIYAR, TAMILNADU, INDIA.
- BACHELOR OF COMMERCE (2014-2017) UNIVERSITY OF CALICUT, KERALA, INDIA

> CONTACT

- **)** +971-508746907
- ⊠ fasilrn10@gmail.com

> PERSONAL INFO

- DOB: 04TH JANUARY 1997
- NATIONALITY: INDIAN
- LANGUAGE FLUENCY:

ENGLISH, HINDI, AND MALAYALAM

