

YASAR SHEREEF P

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OBJECTIVE

Motivated and detail-oriented professional with 4 years general accounting experience seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized.

SKILLS

Solid working knowledge of MS Office with a strong level of proficiency in Excel. Thorough working knowledge in Tally ERP 9. Administration of accounts receivable and accounts payable. Efficient maintenance of the integrity of general ledger accounts. Preparation of accurate financial accounts and reports to comply with accounting principles and practices able to accurately gather, interpret and analyze financial data. Excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines. proven ability to quickly learn and use new technologies and tools.

WORK HISTORY

Accountant

Sahara Travels & Hajj, Umrah Services (Kottakkal) 2017 – 2019

Role: Manage accounts payable, accounts receivable, invoicing and payroll departments.

Accountant

M/s. ACCOUNTS (Kochin, Kerala)

2015 – 2017

Role: Manage accounts and book keeping

ACADEMIC QUALIFICATIONS

Bachelor of Commerce

(University of Calicut)

Year: 2013 - 16

Plus Two (Commerce)

Co-operative College, Parappanangadi

(Department of Education, Govt. of Kerala)

Year: 2011 - 13

SSLC

Govt. Higher Secondary School, Tirurangadi

(General Education Department, Govt. of Kerala) Year: 2011

IT SKILLS

Microsoft Office Package

Tally ERP 9

Easylink Travel Pack

PERSONAL INFO

Date of Birth : 23-11-1995

Sex : Male

Marital Status : Single

Nationality : Indian

Religion : Muslim

Declaration

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

YASAR SHEREEF