



IRSHAD IBRAHIM

ACCOUNTANT

CONTACT ME

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HIGHLIGHTS

- Committed
- Team player
- Ability to work long hours
- Dedicated
- Time management

SKILLS

- MS Excel
- MS Word
- MS Outlook
- MS PowerPoint
- Tally
- GST - Tax filing
- Auditing
- Data Entry

PERSONAL INFORMATIONS

DOB : 11-05-1997
Sex : Male
Religion : Islam
Nationality : Indian
Languages : English
: Malayalam
: Tamil
: Arabic
: Hindi
Passport No : R6344681

CERTIFICATES

- Tally
- GST

PROFILE

Motivated, flexible and versatile professional. Readily adapts to change, works independently and exceeds expectations. Poised and competent with demonstrated ability to thrive in deadline driven environments. Excellent team-buildingskills. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate and timely reports.

EXPERIENCE

- 2020** **SALEEM & ASSOCIATES – TAXCONSULTANT**
Account Assistant
February 2020 to December 2021
- 2017** **PHOENIX PLY & BOARDS**
Office Assistant
June 2017 to August 2018

KEY PERFORMANCE AREA

- Complete general journal, ledger entries and manage cash balances
- Document financial transactions by entering account information.Process company documentation, Such as invoices and payment checks and cash handling
- Report on the company's financial health and liquidity. Help to assist with preparation and coordination of the audit process
- Prepare tax computation, return and financialstatements.
- Generate memos, emails and reports when appropriate

EDUCATION

- 2020** **Mcom – e Commerce (Course Completed)**
MG University, Kottayam
- 2017** **BBA**
MG University, Kottayam
- 2014** **Higher Secondary Education in Science**
Kerala State H.S.E Board
- 2012** **S.S.L.C. (Matriculation)**
Kerala State Board