

ASHIQUE TK

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WORK EXPERIENCE

Accountant

08/06/2020 – 30/11/2021

DESIGN DRAFT

Malappuram, Kerala, India

- Managing the preparation of monthly invoice packages for all billable projects, including all applicable backup.
 - Running monthly accounting meetings with the construction/project management team to review upcoming projections/billings.
 - Setting up new projects in Job Cost and the necessary spreadsheets daily.
 - Creating and submitting government reports and tax returns related to the construction project.
 - Reviewing project budgets, including fee structures, staffing, and work plans.
 - Ensuring a smooth cash flow by auditing, generating, and sending invoices promptly.
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EDUCATION

Banking and Accounting Skills

01/01/2020 – 01/05/2020

(Development Corporation)

Malappuram, Kerala, India

- Tally ERP 9
- MS Excel, MS Word
- Accounts
- Language skills etc....

Bachelor of commerce (Computer Application)

2016 – 2019

Priyadarshini Arts and Science Collage

Malappuram, Kerala, India

(Calicut University)

- Computer Application
- Accountancy
- Quantitative Technique
- Human Resource
- Taxation
- Company Law
- Business Management
- Financial System etc...

Plus Two (Biology Science)

2014 - 2016

Bord of Higher Secondary Examination

Malappuram, Kerala, India

- Biology
- Botany
- Zoology
- Genetics etc....

Tenth level

2013 - 2014

Higher Education

Malappuram, Kerala, India

SKILLS

- Tally
- MS Excel

- Proficiency IT
- Critical Thinking
- Active Learning