



IRSHAD T. J.

ACCOUNTANT

Highly motivated, deadline committed, goal driven accountant with over 3 years of experience. Proven track record of excellence. Some of my core skills include taxation, regulatory compliance, budgeting & forecasting, supervised internal & external audit. Strong interpersonal, communication and leadership skills. Ability to work under tight deadlines. Expertise in auditing & payroll.



CONTACT

✉ irshadtj@yahoo.com

☎ +971 501339649

📍 Al Barsha, Dubai

EXPERTISE

Proficiency in Tally Prime

Proficiency in Tally ERP 9

Proficiency in MS Office

Knowledge in GCC VAT

Data entry

Good typing skills

Reporting

Communication skills

Organizing skills

Team oriented

Time management

Interpersonal skills

Payroll

Reconciliations

Collections

QUALIFICATIONS

Bachelor of Commerce

Indira Gandhi University, New Delhi, India

CAREER TIMELINE

NOV - PRESENT

Al karama, Dubai

ACCOUNTANT

Brilliant Group

10/2019 - 10/2021

Kerala, India

ACCOUNTANT

Ananthakrishna Enterprises

- Experienced in Logistics Operations and ERP Software follow ups
- Manage phone calls and correspondence
- Periodic payables and receivables analysis, ageing and follow up of debtors
- Reconciliations of general ledger & bank statement.
- Preparation and review of sales invoices, purchase invoices, payments, receipts, journal vouchers, debit and credit notes
- Prepare and maintain complete books of accounts
- Monitored and recorded expenses
- Preparation of stock statement
- Monthly GST Returns filing

09/2018 - 10/2019

Kerala, India

JUNIOR ACCOUNTANT/ADMIN EXECUTIVE

Team Redditch Enterprises, Automobile and Spare dealers

- Preparing and issuing of sales Invoices
- Prepare a list of unbilled sales and resolve the issues to complete the billing
- Prepare receipts for customer's payments
- Run unpaid invoices statements and follow up with customers for settlement of due invoices
- Manage Emails, phone calls and correspondences
- Track stocks of office supplies
- Processing tax payments and returns
- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments

CERTIFICATIONS

Certificate program in Tally. ERP 9

PERSONAL DETAILS

Date of Birth : 25/06/1994

Marital Status : Single

Passport Number : U 9493955

Nationality : Indian

Visa Status : Visit Visa

Visa Validity : 20/01/2022

LINGUISTIC

English, Hindi, Tamil & Malayalam

DECLARATION

I hereby declare that the above mentioned details are true and complete to the best of my knowledge and belief.

IRSHAD T. J.