



ASHIQUE T.K

ACCOUNTANT



Near Hamriya park Villa 11/2
Room 8 Abu Hail, Deira, Dubai,
UAE



ashiquetkorambayil@gmail.com



+971 589692219

PERSONAL DETAILS

S/O: UNNIMOIDU T.K

GENDER: MALE

DOB: 17-09-1998

NATIONALITY: INDIAN

MARITAL STATUS: SINGLE

PASSPORT NO: T8029111

LANGUAGES KNOWN

ENGLISH | HINDI | TAMIL
| ARABIC | MALAYALAM

SKILLS

Self Motivation
Integrity
Critical Thinking
Active Learning
Decision Making
Proficiency IT
Tally
MS Excel

CERTIFICATE

Banking and Accounting
Skills | National Skill
Qualification Level - 3
| National Skill
Development
Corporation

OBJECTIVE

Seeking a challenging opportunity in a progressive organization, which will allow my experience and extensive communication and organizational skills while providing an opportunity for career.

EXPERIENCE

ACCOUNTANT (08/06/2020 - 30/11/2021) **1 year and 5 months**

DESIGN DRAFT Silver Tower, II Floor, Court Road, Manjeri

- 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.

EDUCATION

BACHELOR OF COMMERCE: COMPUTER APPLICATION

2016 - 2019

Calicut University

Priyadarshini Arts & Science College, Melmuri, Malappuram DT.

PLUS TWO: BIOLOGY SCIENCE

2014 - 2016

Board of Higher Secondary Examination

Pandallur Higher Secondary School, Pandallur, Malappuram DT.

SSLC:

2013 - 2014

General Education Department

GBHSS Manjeri, Manjeri, Malappuram DT.