



MUHAMMED IRFAN ALAM

ACCOUNTANT

📍 Panniyankra, Kallai Po
Kozhikode, Kerala- 673003

✉ irfanalam832000@gmail.

📞 +91 7593932754

PROFILE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success

SKILLS

Specialized in Tallyprime



MS Excel



MS WORD



SAP



WORK EXPERIENCE

ACCOUNTANT

HAYA ENTERPRISES

August 2021 - Present

- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Compute taxes and prepare tax returns
- Maintain stock ledger
- Bank Reconciliation

ACCOUNTANT

MALABAR DRUGHOUSE

June 2020 - July 2021

- Books Keeping
- Sales & Purchase invoice creation
- Bank reconciliation
- Communicate effectively with clients
- Verify, allocate, post, and reconcile transactions
- Document financial transactions by entering account information

EDUCATION HISTORY

Bachelor of Commerce

July 2017 - April 2020

Calicut university

Specialized in finance

Higher Secondary GHSS Beypore

Science

SSLC

RK Mission

August 2014 - Mar 2015

ADD ON COURSE

- INTERNATIONAL BUSINESS ACCOUNTING & TAXATION
- GST RETURN FILING & REGISTRATION