



Abdul Nafih.k

Accountant

PERSONAL SUMMARY

A confident, multi-skilled & capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Now looking for a new & challenging accountant position, one which will make best use of my existing skills and experience & also further my development.

WORK EXPERIENCE

ABIDA JEWELLERY, kottakkal
ACCOUNTANT February 2019- on doing

H&T ASSOCIATES, kottakkal
ACCOUNTANT (GST) July 2017- January 2019

Duties:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- GST Registration & GST Monthly Return Filling.
- Preparation of All kind of GST Returns.
- Debtor and Creditor reconciliations.
- Control Overall Accounting and Financial Matter.
- Inputting, matching, batching and coding of invoices.
- Supervising junior training staff
- Internal Auditing.
- Handling and Maintaining Accounts up to Finalization.
- Preparation of Year Ending schedule and Accounts for Audit.
- Ensuring that information is accurately collated & entered into systems.
- Reconciliation of Bank Account.
- Assist in the preparation of monthly balance sheet and annual reports.
- Assist in preparation of audited balance sheet and P&L accounts

KEY SKILLS AND COMPETENCIES

- Good in all round Financial Accounting Knowledge.
- Thorough working knowledge in computerized environment.
- Highly experianced in, **Tax soft, Acrobis, Acrotex, Jewll-plus**
- Ms office suite, **Microsoft excel, Microsoft word, Microsoft powerpoint**

ACADEMIC QUALIFICATIONS

Bachelor of commerce (B.com)
Bharathiyar University

Higher secondary (+2)
State board- Kerala

SSLC :State board- Kerala

REFERENCES – Available on request

PERSONAL DETAILS

Abdul Nafih.k
Kanhulli house
Parappur p.o
Kottakkal, Malappuram
Kerala

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M: +91 8590810904

E: nafih4085@gmail.com

PERSONAL SKILLS

Numerate

Investigative

Pro-active problem solver

Nationality: Indian

Driving license: Yes

Marital status: single

Passport No.:R505743

Languages Known

English, Malayalam