

Moideen thoushik



AYSHA MANZIL (P,O) SHRIYA
KASARGOD, KERALA
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THOUSHISYRIA@GMAIL.COM

EXPERIENCE

M/S ACCOUNTS INDIA, ERNAKULAM

PHONE :- 0484 2384 684

ACCOUNTANT

JANUARY 2017 - JUNE 2019

JOB PROFILE:-

- Preparation books if Accounts and its finalization
- Maintain Cash and Accurately record cash transactions
- Prepare Income statement and Balance Sheet
- Preparation of Cash flow and fund flow statements
- Preparation of projected and provisional Balance sheet
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers
- Bank reconciliation statements

EDUCATION

**GOVINDA PAI MEMORIAL COLLEGE MANJESHWAR
(KANNUR UNIVERSITY) B. COM - 2018**

**INSTITUTE OF CHARTERED ACCOUNTANTS INDIA,
MANGALORE — CPT -2018**

TECHNICAL QUALIFICATION

- **Computerized Accounting (TALLY ERP9)**
- **Ms-Excel, Ms-word, PowerPoint**

SKILLS

- Bookkeeping
- Finalization of Accounts
- Taxation (GST)
- Manual & Computerized Accounting (Tally)
- Receivables & Payable
- Inventory Management

PERSONAL ATTRIBUTES

- Good communication and interpersonal skill
- Good team player
- Self motivated
- Hard Work always promises

LANGUAGES

English, malayalam and basic arabic