



ASHIQUE IRFAN

CURRICULUM VITAE

Objectives

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work towards for a complete satisfaction of the company.

Academic Qualification

- **BACHELOR OF BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT) – Calicut University, kerala, India.**
- **PGDIFA – Indian And Foreign Accounting at IPA Institute.**
- **Plus Two – Board of Higher Secondary Examination, India.**
- **SSLC – Kerala Board of Higher Secondary Examination, India.**

Work Experience

- **2 Year Working experience as a Tally & Excel Accountant at Grace Traders, in Kerala, India.. (2020-2022)**
- **3 Years Working experience as a Sales Manager at Spanial Wedding Hub in Kerala, India. (2017-2020)**

Duties and Responsibilities:

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Good communication skills
- Product knowledge.
- maintaining accurate records.
- attending trade exhibitions, conferences and meetings.
- reviewing sales performance.

Declaration

I hereby declare that the all the information furnished above are true to the best of my knowledge and belief.

ACCOUNTANT

Dubai, UAE

Phone :

+971- 54 578 6957

E-mail :

ashiqueirfanpappinipoyil@gmail.com

Personal Details:

Nationality : Indian

Date of birth :21-05-1998

Gender : Male

Marital status : Unmarried

Languages

English

Hindi

Malayalam

Computer Skills:

- **PGDFIA Accounting.**
- **Tally, Excel, Qubie, Sap**
- **Peachtree.**