

AJNAS C



PERSONAL DETAILS

Mobile No +971 542841543
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Email ID ajnascmtty81@gmail.com
Address Dubai UAE
Nationality Indian
D.O.B 18.04.1999
Gender Male
Marital Status Single

KEY SKILLS

Tax Computing

Excellent Communication skill

Prepare Payrolls

Prepare Accounting Reports

Management skill

ERP Implementation

Prepare Financial Statement

Preparing Ledger

Reconciliation

Invoicing

Handle AR & AP Payments

CAREER OBJECTIVE

Experienced Accountant expertise in reconciliation, streamlining accounts and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. Possess a comprehensive undertaking of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvements.

EDUCATIONS

2021 **B.COM**
Sunniya Arabic College Chennamangallur, Kozhikode

2017 **HIGHER SECONDARY**
Fathimabi Memorial HSS Koombara, Kozhikode

2015 **HIGH SCHOOL**
Marygiri H.S Maranchatty, Kozhikode

EXPERIENCES

❖ **ACCOUNTANT**
Gravity Consultancy

Nov 2021 - Nov 2022

- Timely reporting financial summaries to key management
- Prepare supplier reconciliation & process payment
- Financial statement and preparation
- General ledger audits and entries
- Prepared quarterly Vat returns and reviewed submitted documentation with auditors.
- Posted accounts receivable
- Payroll processing
- Perform monthly bank and account reconciliations
- Monitoring monthly sales and preparation of commission
- Month end analysis and reconciliation
- Rent expense and prepayment calculation on monthly basis.
- Used Tally accounting software to perform bookkeeping

COMPUTER PROFICIENCY

- ❖ MS Office
- ❖ Tally ERP 9
- ❖ MS. Excel & Quick Book
- ❖ Foreign Accounting

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Arabic

PASSPORT DETAILS

Passport No	V2125079
Date of Issue	26.07.2021
Date of Expiry	25.07.2031
Place of Issue	Kozhikode

VISA DETAILS

Date of Issue	05.12.22
Valid Until	10.02.23
Category	Visiting visa

INTERESTS

- ❖ Speech
- ❖ Participating Social Activities
- ❖ Learning languages and Communication

❖ ACCOUNTANT & BILLING

April 2021 - Nov 2021

CAAT - Centre For Advanced Accountants' Training

- GST filing – Monthly Return Filing - GST workings, summary and passing
- GST related entries in monthly basis
- Tax Deduction Service (TDS) workings share with Auditors and passing manual entries in Tally- Monthly
- Accounts Payable – Entry of bills, Payment and other necessary journal entries, vendor's reconciliation and monthly/weekly ageing report to the Top Management
- Verify bank deposits, Bank Receipt/Payment and reconcile bank and cash
- Coordinating the audit work of the Firm by assisting the Auditors
- Assist in preparing budgets, periodic financial statements, consolidated trail balance and balance sheet of Hospital & peripherals
- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Greeting visitors at reception.
- Managing diaries, scheduling meetings and booking rooms.
- Arranging travel and accommodation.
- Arranging post and deliveries.

ACHIEVEMENT

❖ FRONT OFFICE ASSOCIATE

March 2016 - March 2017

Paramount Tower Hotel calicut

- Successfully cleared the assessment for the role of Front Office Associate conforming to National Skill Qualifications Framework Level-4

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

AJNAS C