



MUHAMMED IJAS KP

Contact

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Additional Skills

- Financial reporting
- Accounts reconciliation
- Financial analysis
- Adept multitasker
- Accounts payable and receivable
- Process improvement
- Performance goals
- MICROSOFT OFFICE SKILLS
- TALLY PRO ERP 9

Professional Summary

Capable Accounting Assistant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes. Skilled in regulatory reporting, accounting operations, and tax accounting. Proficient in supplying quick responses to financial inquiries from internal management and potential clients.

Work Experience

05/2021-03/2022

ZARAFX Pvt Ltd , KANNUR BUSINESS DEVELOPMENT EXECUTIVE

- Maintained up-to-date knowledge of industry, target accounts and competitive landscape.
- Showcased product features and benefits to drive sales.
- Managed customer relationships through consultative sales techniques to attain individual sales goals.
- Customised service offerings to accommodate consumer needs.
- Participate in continuous product development training.
- Finalised winning sales contracts to close lucrative deals.

07/2020-01/2021

TAX PRO Pvt Ltd , KANNUR ASSISTANT ACCOUNTANT

- Creates reports for senior management detailing metrics on past-due payments, and vendor invoices.
- Draft and code vendor invoices and past-due letters for tenants.
- Process tenant payments and update system.
- Manage all documentation and report generation for accounting staff.
- Assist with audit preparation and end-of-year closings.
- Observe Attendance and departure of employers.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Answered incoming calls, processed requests and relayed messages to appropriate personnel.
- Maintained a clean and organized working environment to enhance productivity.

Education

2016-2019

ACHARYA INSTITUTES BACHELOR OF BUSINESS ADMINISTRATION

2014-2016

COLLEGE OF COMMERCE HIGHER SECONDARY

Languages

ENGLISH — C1

HINDI — B2

TAMIL — C1

PERSONAL INFO

DATE OF BIRTH : 27-JUNE-1997

MARITAL STATUS : SINGLE

PASSPORT NUMBER: U4781104