

CURRICULAM VITAE

MUHAMMED JAISAL IRFAN M.K

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OBJECTIVE

To be associated with a reputed firm as part of finance team, where I can utilize my knowledge to meet the organizational goals and to achieve professional growth.

EXPERIENCE

- 1. worked as an accountant at TEEKEY traders for 6 months.*
- 2. Worked as an Accountant in CONCORDETRAVELS , Kannur , Kerala Since 2016 - 2018*
- 3. Currently Worked as an Accountant at Arabia one International General Trading L.L.C, **Dubai -U.A.E** Since 2018.*

Duties & Responsibilities

- Handling all financial and accounting matters.
- Better Knowledge about VAT & Tax
- Maintaining the costing of the products & Handing Over the Selling Price to the Sales people.
- Preparing Sales & Purchase Invoices and Reporting Daily, Monthly Outstanding.
- Preparing Payment Processing Documentations (A/C Payables).
- Bank Reconciliation.
- Preparing Statement of Accounts Payables & Accounts Receivables.
- Preparing Sales Report.
- Physical Checking of Stock.
- Preparing Inventory Report and Stock Movement.
- Better knowledge about all Kinds of Office Works
- Preparing And Verifying Documents Required for Letter of Credit

EDUCATIONAL QUALIFICATION

Completed Bachelor Degree in Commerce (B. Com)

[Kannur University,, Kerala, India.]

Completed Plus Two Commerce

(Board of Higher Secondary Education)

Completed 10th std

(Board of Secondary Education)

COMPUTER SKILLS

- MicroSoft Office (M.S. Windows, M.S. Word, M.S. Excel & M.S. Power Point)
- Internet and E-mail Applications
- Accounting Applications using TALLY ERP.9 , Peachtree and Quick Books
(Holding a certificate under G TEC COMPUTER EDUCATION)
- HARDWARE & SOFTWARE
(Holding a certificate under G TEC COMPUTER EDUCATION)

PERSONAL PROFILE

Father's Name	: Hashim c.c
Address	: Ramla Cottage, Athazhakunnu (PO) Kottali, Kannur, Kerala, India : Pin: 670 005
Nationality	: Indian
Date of birth	: 25-08-1996
Religion	: Islam
Marital Status	: Single
Gender	: MALE
Passport No	: P 4940251

Expiry Date : 15-12-2026

L A N G U A G E S K N O W N

English (Good)
Hindi (Good)
Malayalam (Mother tongue)
Arabic (Reading & Writing)

Declaration:

I hereby declare that the particulars mentioned above are true and correct in best of my knowledge and belief.

MUHAMMED JAISAL IRFAN M.K