



Ahammed KA

CAREER OBJECTIVE

To take the challenging and responsive assignment in a reputed And well organized Company where I can prove my experience, excellence abilities and skills. My work will be recognized and justified.

WORK EXPERIENCE

Accounts Assistant
Krishna&Kaimal Advisory Pvt Imt
2020-2021

- Supporting the senior/managing accountant and wider finance team
- Verify assets and liabilities by comparing and analyzing items and collateral documentation.
- Bank Transaction / Bank Reconciliation.
- Records the day to day transaction in the book of accounts.
- Handling all activities in accounts payable and receivable.
- Supervising the accounts trainees & Preparation and filling of Tax returns.
- Collaborating with these teams to work on various accounting projects
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Supports external auditors by coordinating information requirements.
- Taking minutes in meetings and other administrative duties
- Verifying financial statements, ledgers, accounts and making the corrections where appropriate
- Processing payments and invoices accurately and within expected time periods
- Helped assist with the preparations of federal and state tax returns for individuals, corporations, partnership, estates, and trusts
- Assisted with gathering evidence for audit for state sales tax registers and the sale tax on leasing schedules. (GST)

SALES REPRESENTATIVE

Smart way India Enterprises Llp 2019-2020

- Generated leads through cold-calling, networking, and advertising
- Exceeded personal and corporate and corporate sales goals
- Visited clients and potential clients to evaluate needs or promote products and services
- Answered client questions about credit terms, product prices and availability

CONTACT



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SHARJAH

PROFESSIONAL SKILLS

- Ability to work in a cross functional teams
- Bring my strong sense of Dedication, motivation, and responsibility
- Ability to follow multiple instructions and perform the expected work

CORE COMPETENCIES

- Accountability
- Scheduling & Planning
- Administration
- Coordination
- Quantity Surveying
- Employee Relations
- PRO skills
- Time keeping

LANGUAGE SKILLS

- English (Professional)
- Malayalam (Native)
- Hindi (Bilingual)
- Tamil (Fluent)

STRENGTHS

- Rapid Learning
- Good Communication Skills
- Flexible and adaptability
- Self Initiative
- Proactive and Professional attitude

PERSONAL DETAILS

- DOB : 30-08-1998
- Gender : Male
- Nationality : Indian
- Martial Status : Single

EDUCATIONAL QUALIFICATION

- PGDFM (Post Graduate diploma in Financial Management) Computerized Accounting and Finance
- Bachelor of Commerce (B.COM) - University of Calicut
- Higher Secondary - Commerce

GOVT. OF KERALA BOARD EXAMINATION, KERALA INDIA

COMPUTING SKILLS

- Ms-Office includes Excel/Word/PowerPoint
- Tally- Prime (GST, VAT)
- Quick Book
- Peachtree
- Freezone Website handling
- Graphic design Poster

RESUME OBJECTIVE

A highly organized and hard-working individual looking for responsible position to gain practical experience and seeking a challenging career with an esteemed business organization or service sector