



MOHAMMED IRSHAD A.R

ACCOUNTANT

CONTACT

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(Native) KEEZHOOOR HOUSE

TRIVANDRUM, KERALA -695584

(Living in) DEIRA, DUBAI 📍

<https://www.linkedin.com/in/mohammed-irshad-5b26b4325> in

PERSONAL

FATHERS NAME: ABDUL GAFOOR.M

DATE OF BIRTH: 24-5-1992

GENDER: MALE

RELIGION: ISLAM

CASTE: MUSLIM

NATIONALITY: INDIAN

MARITAL STATUS: MARRIED

PASSPORT NO: C4482870

VALID UP TO: 28/10/34

SKILLS

E-FILING -GST

TALLY ERP9

MICROSOFT OFFICE

COMMUNICATION

POWER BI

CRITICAL THINKING

SAP (FI-CO)

LEADERSHIP

XOHO BOOK

EDUCATION

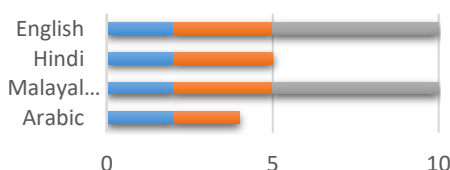
CMA Inter (Pursued)

MBA in HR (2017)

M.com in finance (2015)

Bachelor of Commerce (2012)

LANGUAGES KNOWN



CAREER OBJECTIVE

To work in a quality environment where my knowledge can be utilized to the maximum extent and it can be shared and enriched. To deliver quality solutions to any given problem and pursue a challenging career through hard work and dedication.

WORK EXPERIENCE

- ✓ Evaluating internal control systems and providing necessary suggestions.
- ✓ Preparing financial reports and presenting it to the higher management.
- ✓ Fill ledger manually as well as by using accounting software
- ✓ Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders
- ✓ Maintain and organize accounting documents and Payroll
- ✓ Maintain records of business costs, such as labour and material
- ✓ Develop new business with existing clients and/or identify areas of improvement to meet sales quotations
- ✓ To assist Chartered accounts officer
- ✓ Prepare bank account deposit documents

SKILLS AND QUALIFICATIONS

- ✓ Filing GST Monthly Returns and Reporting
- ✓ Resolute and decisive uses initiatives to assemble and resolve challenges
- ✓ Interpersonal skills – excellent communication, leadership and high integrity
- ✓ Self-reliant and self-driving – set aim and targets and leads by illustration
- ✓ Ensure a motivational climate in the organization, including adequate Opportunities for career growth and development.
- ✓ To coordinate and manage recruitment at various levels of the organization.
- ✓ Preparing candidates for interviewing with the clients by providing detailed information about Business strategy

KEY STRENGTH

Team Player, Good Leadership Skill, Positive Attitude towards Working, Good Oral and Communication Skill, Decision Making and Coordination.

CAREER HISTORY

BAKE TRADERS

Accounts Officer, 01 December 2022 – 01 November 2024

About the Company: it's a partnership firm, Leading Cakes and Snacks Manufacturing and Retailing Firm in Kerala and Oman

TEAMZAT TECHNOLOGIES PVT. LTD.

Finance cum HR Officer, 07 January 2019 to 29 November 2022

About the Company: Timeline IT services P. Ltd. Is an IT service company for IT products locate in Trivandrum, Kerala

MARUTI SUZUKI INDUS (NEXA)

Accounts Officer, 23 January 2017 to 31 December 2018

About the Company: Is a Maruti Suzuki Nexa cars dealer is at located in Bypass Road Trivandrum.

TIMELINE TECHNOLOGIES PVT. LTD.

HR Executive, 05 December 2016 to 23 December 2017

About the Company: Timeline IT services P. Ltd. Is an IT service company for IT products locate in Trivandrum

ACCOUNTING & TAXATION CENTRE

Accounts Assistant, 23 May 2012 to 26 June 2013

About the Company: Is a chartered accountant firm is an accounting and taxation services located in Trivandrum.

INTRESTES

- ✓ Volunteering for public service
- ✓ Debating in current affairs
- ✓ Visiting different places and observing the taste and culture

EXTRACURRICULAR ACTIVITIES

- ✓ Participated in inclusion and training program on personality development
- ✓ Participated in certain activities which is related to groups or team building
- ✓ Exercising games

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief. I ensure all my strength to make a creative and positive growth of your organization.

PLACE: Deira, Dubai

DATE:

MOHAMMED IRSHAD A.R

