

# RESUME

## R.Irshadh

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### OBJECTIVE

Seeking a position contain many opportunities to utilize my skills and abilities in an industry where my experience, logical and analytical skills will greatly enhance the industry's success and giving me the scope of improvement.

### OVERALL EXPERIENCE: 10 Years EXPERIENCE SUMMARY

#### ❖ Accounts Assistant.

**A.R.Pharmaceuticals, Chidambaram, India (Dec. 2021 to Nov. 2023)**

- Posting journal entries.
- Maintaining Accounts Payables.
- Maintaining Accounts Receivables.
- Making receipt and payment entries.
- Generating Invoices and Purchase entries
- Raising Credit and Debit notes.
- Preparing Monthly Payroll.
- Make payment of monthly bills.
- Generating Monthly Reports for TAX filing from software.
- Cash Handling.
- Weekly bank statement reconciliation.

#### ❖ Junior Accountant.

**AASI Multispecialty Hospital, Ramanathapuram, India (Mar. 2020 to Jun. 2021)**

- Preparing Daily Sales Report and export to Tally Software.
- Preparing Monthly Payroll.
- Maintaining Accounts payables.
- Maintaining Accounts receivables.
- Cash Handling
- Preparing final cash in hand report on End of day.

❖ **Accounts cum Admin Assistant.**

**Eurokids Nursery & Primary School, Mayiladuthurai, India (Apr.2019 to Mar.2020)**

- Maintaining student records.
- Monitor vehicles monthly maintenance schedule.
- Ensure the school complies with relevant laws and regulations.
- Follow up the student fee receivables.
- Maintaining school vehicles as per government norms.
- Yearly renewal of vehicle registration and school sanitary certification.
- Maintaining Petty Cash Reports and giving support to accounts team when needed.
- Maintaining student records.
- Maintaining fees outstanding reports.
- Follow ups to collect outstanding fees.
- Cash Handling

❖ **Admin Assistant.**

**A.R.Pharmaceuticals, Chidambaram, India (Apr. 2017 to Jan. 2019)**

- Daily monitoring emails and answering any queries.
- Responsible to place order for office needs and to pay monthly bills.
- Renew vehicle insurance and Drug license before the deadline.
- Rectify the office inventory software issues when needed.
- Preparing payroll and miscellaneous reports from the management.
- Preparing monthly accounting reports for TAX filing.
- Preparing sales bills as per customers order.
- Maintain and tally daily petty cash.

❖ **Accounts Assistant.**

**Mount Commercials, Chennai, India (Aug. 2013 to Feb. 2017)**

- Preparing Bank deposits.
- General Ledger, Payments and Receipts posting
- Providing accounting and clerical assistance to the accounts department.
- Typing accounting documents and records.

## **EDUCATIONAL PROFILE**

- **M.Sc. Software Engineering**, Annamalai University, from 2006 – 2008.
- **B.Sc. Computer Science**, Annamalai University, from 2001 – 2004.
- **English Typewriting - Lower Grade passed.**

## COMPUTER SKILLS

Accounting Software : Tally ERP  
Office Software : MS (Word, Excel, Powerpoint)

## STRENGTHS

Promoting team spirit, maintaining good relationship bonds and a good motivator, quick learner, result oriented and enthusiastic team player. Ability to work effectively in a fast paced environment.

## PASSPORT DETAILS

Passport No. : V0588837  
Place of Issue : Chennai  
Date of Issue : 19/04/2021  
Date of Expiry : 18/04/2031

## PERSONAL PROFILE

Date of Birth : 26-Mar-1984  
Sex : Male  
Marital Status : Married  
Languages Known : English, Tamil, Hindi and Urdu  
Nationality : Indian  
Permanent Address : 15, Kasim Khan Street  
Chidambaram - 608001.  
Tamil Nadu, India.  
Present Address : 103, Khalifa Lootha Building  
Behind DNATA, Port Sayed  
Deira, Dubai.

## VISA DETAILS

Visa Status : Visit Visa  
Date of Expiry : 06-Apr-2024

## Declaration

I hereby declare that the above information are true to the best of my knowledge. Given an opportunity I have no stone unturned until I draw your best impression.

(R. Irshadh)