

AFRATH RISWAN

JUNIOR ACCOUNTANT

+971502879565

Afrathpdk01@gmail.com



CAREER OBJECTIVE

An articulate and quick-thinking young person who has a natural flare for being able to communicate and build relationships with Managers and Colleagues. I am creative, innovative and willing to contribute ideas and professional opinion to my work. I'm well determined individual who possess a great desire to contribute to the ongoing success of any Industry. Completed graduated in Bachelor of Commerce. I have gained many transferable skills and knowledge that can be used in a wide section of roles and industries. I am now looking for a suitable position with a well-known organization, from which I can launch my career and enhance my skills.

EDUCATION

Bachelor of Commerce (2018 - 2021)

M.I.E.T Arts & Science College, Tiruchirappalli, Tamil Nadu.

Bharathidasan University

WORK EXPERIENCE

Junior Accountant

Auditor - N. Elangovan. CA.

Role and Responsibilities

- Assist the accounting manager with preparing, analyzing and verifying different financial statement, accounting records and reports to ensure compliance and accuracy.
 - Knowledge of basic bookkeeping procedures.
 - Enter financial transactions into internal databases.
 - Recording all financial transactions daily.
 - Performing account reconciliations.
 - Post and process journal entries to ensure all business transactions are recorded.
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Managing Accountant

Company - Sneham Margin Free Market

Role and Responsibilities

- Performed the processing duties of accounts payable including liaison with vendors and staff to ensure prompt payment of invoices.
- Acknowledged by the company as a resource person who recognizes the monthly activity in each invoice.
- Analyzed, audited and researched hundreds of invoices each month while directing the administration of all invoices.
- Verified completeness and accuracy of data and documentation for invoice data entry in order to facilitate month-end closings.
- With an understanding of accounting principles and concepts, assisted in month-end closing procedures and reconciled the month-end accounts payable trial balances and bank statements.

COMPUTER KNOWLEDGE

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|----------------------------------|-------------------------|
| • Preparing financial statements | • Proficiency in Typing |
| • Account payable and receivable | • MS office |
| • Invoicing | • MS Excel |
| • Computer Proficiency | • Tally ERP-9 |

PERSONAL DETAILS

- Date of birth : 31/08/2001
- Gender : Male
- Language : English,Tamil
- Nationality : Indian
- Passport No : U6858363
- Visa status : Visit visa

DECLARATION

I hereby declare that all the particulars furnished above are true to the best of my knowledge and belief.