

# JUHAID K V

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## SUMMARY

Experienced accountant with over five years of expertise in managing finances and keeping accurate records. Adept at handling payroll, completing reconciliation, and using accounting software. Holding strong sense of organisation and dedication to business development.

## PROFESSIONAL EXPERIENCE

### Financial Auditor

Sep 2023 - Nov 2023

Landschaft Landscape Architecture, Kondotty

- Examined accounting statements for accuracy and fixed any mistakes found.
- Collected and analysed accounting transactions and financial statements in accordance with generally accepted accounting principles.
- Developed ERP accounting software which increased productivity by 50%.
- Supervised and trained office assistant for recording daily entries in tally software system.

### Accountant

Feb 2019 - Aug 2023

Pleasant English School, Omassery

- Managed day-to-day management of the accounts payable and receivable, general ledger, and invoice generation.
- Verified that all supporting file documents are correct and entered all daily accounting transactions on the accounting software.
- Accurately and promptly completed monthly accounting tasks utilising an Excel spreadsheet, such as payroll, tax computations, and monthly reports.
- Reconciled income and bank statements with internal records to identify mismatches.
- Assisted with senior accountant and finance manager on budget forecasts, cash flow analysis, year-end closing and decision making.
- Supported the work of external and internal auditors on audit reports.
- Managed administrative responsibilities include managing property maintenance, internal communications, asset management, and customer complaints.
- Properly received and handled bank and cash transactions worth almost \$3 million.

### Freelance Accounting Consultant

Apr 2020 - Mar 2021

Expert Edge, Edavanna

- Prepared monthly tax returns for individuals and small to medium-sized companies.
- Provided and supervised payroll, bookkeeping and accounting services to variety of clients.
- Assisted with the transition and implementation of a new accounting software System.

**Billing Clerk/Stock Controller**

Aug 2017 - Aug 2018

Ocean Traders-Tobacco &amp; FMCG Products Distributor, Malappuram

- Maintained and updated billing software and excel spreadsheets with all incoming and outgoing stock, including dispatches and receipts.
- Updated accounting records with customer information, outstanding payments, and new payments.
- Reconciled and reported difference between system records and physical stock counts.
- Supervised stock control operations combined with the finance and sales teams and warehouse workers.
- Issued 100+ invoices for customers each day for tobacco and FMCG products.
- Prepared monthly stock verification report and stock management report for authority.

**EDUCATION****Bachelor of Commerce.**

Jun 2013 - Apr 2016

University Of Calicut, Malappuram

**SKILLS**

- Data Analysis
- Microsoft Excel
- Tally ERP Software
- Financial reporting
- File management
- Team work
- Client relationships
- Problem solving
- Time management
- Multi-tasking

**LICENSES & CERTIFICATIONS****International Financial Accounting**

December 2018

Institute of International Accountants – TA01071

**Certificate in International Financial Reporting**

July 2017

ACCA – AD45622

**HONORS & AWARDS****Certificate of Appreciation**

August 2017

Ocean Traders, Malappuram

Achieved 50 Lacks club target during the month of August 2017.