



FARSHAD AHMAD P.P

ACCOUNTANT

CUM

ADMIN ASSISTANT

S U M M A R Y

Results-oriented accountant and administrator with a proven track record of delivering precise financial reporting and adeptly managing budgets. Bringing five years of experience in handling diverse financial responsibilities, including daily operational activities, auditing, journal management, reporting, payment processing and supervising. Right now i am looking for a firm with career progression opportunities and good working environment. And I am confident that i can perform the duties

W O R K E X P E R I E N C E

MANAGER – ADMIN (ACCOUNTS AND SALES)

- **ACP WORLD SALES AND SEVICES /CALICUT, KERALA,INDIA**
March 2020 To December 2023
 - Supervised Accounting clerks, Reviewing reports to ensure accuracy
 - Preparation of all Income and out going payments
 - Responsible for all the Customer and Supplier accounts and their reconciliation
 - Submission of daily Sales and Purchase reports to the management
 - Responsible for monthly and Annual income statements and balance sheet
 - Execution of daily delivery plans
 - Maintain good relations with customers and suppliers

GENERAL ACCOUNTAT

- **ACP WORLD**
December 2018 TO March 2020
HEAD OFFICE KANNUR, KERALA, INDIA
BRANCHES- CALICUT AND ERNAKULAM -KERALA, INDIA
 - Managed daily Accounting operations, including Closing, Reporting and reconciliation functions
 - Preparation of GSTR filing
 - Prepared day-to-day Sales orders ,Service Orders and Delivery notes

JUNIOR ACCOUNTANT

- **T.P.A ACCOCIATE / CALICUT, KERALA, INDIA**

2018

- Data entry
- Stock keeping
- Reconciled bank account for daily work
- Prepared trading and profit loss account and balance sheet
- Prepared monthly document for filling GSTR1 AND GSTR3B

C O N T A C T

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📍 Al Nahda , Dubai

A C A D E M I C T I T L E

DIPLOMA IN COMPUTERISED ACCOUNTIND AND TAXATION

- **INTERNATIONAL BUSINESS
SOLUTIONS**
FEBRUARY 2019

BACHELOR OF COMMERCE

- **CALICUT UNIVERCITY**
2015 – 2018

S K I L L S

- General ledger updates
- Proficient in Tally Prime, and MS office suite
- Customer and suppliers dealing
- Operations management
- Financial administration
- Supervising subordinates
- Quick learner
- Communication skill

L A N G U A G E S

Malayalam – Native language

English – Full professional
proficiency

Hindi – Intermediate proficiency

Tamil – Intermediate proficiency