

HARSHAD C K

ASSISTANT ACCOUNTANT



PROFILE SUMMARY

- Post-graduate professional with 02 years of substantial experience in delivering optimal results in the Finance and Accounts. Seeking challenging assignments commensurate with my professional expertise to help provide insight into financial strategy and develop cost-effective initiatives.
- Possess expertise in designing and implementing systems to achieve financial discipline, relationship management & negotiation skills in liaising with banks, other financial institutions, and various regulatory authorities and improving the overall efficiency of the organization.

ACADEMIC CREDENTIALS

MBA Finance, 2022

Bharathiar University, Coimbatore- India

BCOM Finance, 2020

University of Calicut, Kerala- India

WORK EXPERIENCE

Assistant Accountant – 06/2023 –CURRENT

Asia Opticals Group, Abudhabi

- Collected and reported monthly expense variances and explanations
- Processed company documentation such as invoices and payment cheque

Assistant- Events (Temporary) 10/2022- 01/2023

Gulf Warehousing Company Q.P.S.C, Doha, Qatar

- Logistics Arrangement for Events.
- Supporting event team.
- Arrangement of tournament venues.
- Preparation of time sheets.

Assistant Accountant (Part Time) 10/2020 - 08/2022

Adonis Marketing, Calicut, Kerala, India

- Cash and Bank Management.
- Overview of monthly financial statements.
- Co-ordination in all internal reconciliation activities.
- Forecasting payments and anticipating challenges arising from limited cash flow.

CONTACT

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Phone: +971-543858779

Email: harshadalikhan.786@gmail.com

CORE COMPETENCIES

- Financial Management.
- Financial Forecasting.
- Cash and Bank Management.

TECHNICAL EXPERTISE

- MS Office.
- Tally ERP.
- Peachtree.

PERSONAL SNIPPETS

- **Date of Birth:** 28th January 1999
- **Nationality:** Indian
- **Passport No:** T 8517923
- **Date of Expiry:** 30th Sept 2029
- **Visa Status:** Employment Visa
- **Linguistic Abilities:** Malayalam, English & Hindi

REFERENCE

- Thanseer P P- “Adonis Marketing”
M : +91 9745874045 (INDIA)
- Mr.Anwar Kuppurayil – Asia Opticals Group
MANAGER
M:+971-508368955

- Preparation of payroll and disbursement of salary every month.
- Prepares payments by verifying documentation and requesting disbursements.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Summarizes current financial status by collecting information, preparing balance sheet, profit & loss statement and other reports.
- Proper follow up of receivables.
- Inventory management.
- Ensure proper Accounting of Income & Expenditure to Appropriate account head
- Ensures total confidentiality of all financial information by implementing the safeguard of all financial data and supporting documents.

Declaration:-

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

HARSHAD CK