

# CURRICULUM VITAE



**JIMSHAD ALI P**

**ACCOUNTANT**

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## PROFILE SYNOPSIS

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Highly experienced accountant with track record in diversified industries seeks placement in progressive, organization to utilize and maximize the potential of education, experience and gained skills. Excellent competencies in accounts, books of accounts management, well-organized team leader with excellent analytical, communication, co-ordination, problem solving, and time management skill. Well versed with peachtree and tally accounting software, MS office package.

### STRENGTHS

- @ 6 year of progressive accounting experience.
- @ Diversified industries work experience.
- @ Computer proficient with strong.
- @ Experienced in **EXCEL, NSDC, MS OFFICE, WORD PROCESSOR, TALLY** etc
- @ Wide experience in customer care handling and controlling.
- @ Consistently complied with accounting standards analytical skills.

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## PROFESSIONAL EXPERIENCE

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- ❖ Accountant, Orbiz Automotive, Bangalore at 2019 to present
- ❖ Embossing manager, Celex Technologies, UP (Uttar Pradesh) and Hosur (TN) at 2018 -- 5 month experience.
- ❖ Accountant and Billing in Pallikkal Home Bazar at 2016 – 2018.

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## AREAS OF EXPERTISE

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- Monitor all general ledger accounts together with costing efforts and its supporting transaction document.
- Skilled in using tally & peachtree software to perform accounting transaction.
- Capable to delegate and supervise various accounting work.
- Provide analytical view on cost control: determine deviations and suggest improvements.
- Streamline process and procedures to attain greater efficiency in workflow and deliverables.
- Uphold awareness of applicable laws and regulations to maintain up to date compliance.

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## PROVEN JOB ROLE

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### **ACCOUNTANT IN ORBIZ AUTOMOTIVEZ BANGALORE**

- ✓ Verifying day today entries, cash and bank balance and report to the management
- ✓ Authenticating bills, vouchers for processing payment.
- ✓ Examined, verified daily cash collection ensuring that in accordance with generated report.
- ✓ Reporting to management regarding cash position and bank balance.
- ✓ Reconciled bank statement on monthly basis.
- ✓ Keep records of client transactions in tally.
- ✓ Handled accounts payable, processed and followed up on accounts receivables.
- ✓ Monitor account team and give guidance when needed.
- ✓ Collaborate with sales and marketing teams to reach prospective clients.
- ✓ Responsible for custodian of cash, cheque and fixed assets register and various records.
- ✓ Contact customers via email or phone to answer queries or retrieve information about their accounts.
- ✓ Update financial data in databases to ensure that information will be accurate and immediately available when needed.

### **EMBOSSING MANAGER, CELEX TECHNOLOGIES, UP (UTTAR PRADESH) AND HOSUR (TN)**

- Managing and directing workers to improve their working progress.
- Daily checking data entries and sales entries.
- To maximise and increase daily sales reports.
- Reporting to management regarding cash position and bank balances.
- Authenticating bills, voucher for processing payment.

### **ACCOUNTANT AND BILLING IN PALLIKKAL HOME BAZAR**

- Posting of standard journal entries.
- Daily posting of bank transaction and reconciliation.
- Maintain cash book and authorize cash payment by making entries under appropriate account head of the book.
- Prepare and maintain various supporting document like bills, receipts, vouchers, invoice, purchase order and employee attendance records.
- Customer billing entries and clearance.

## Professional Qualification

- ❖ Working on windows xp/7, Ms office packages.
- ❖ Internet browsing & E-mail.
- ❖ Tally ERP 9(6.4.6 series) , peachtree , Ex Next Genaration,hospital gate.
- ❖ VB(visual basic) on 2013
- ❖ DTP printing words
- ❖ NSDC

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## EDUCATIONAL QUALIFICATION

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- ✚ Graduation **B.COM** (finance) under Calicut university from CO-OPERATIVE COLLEGE THIRURANGADI IN 2014-2017
- ✚ Pre-degree **COMMERCE** under kerala syllabus from FAROOK ENGLISH MEDIUM SCHOOL KOTTAKKAL in 2012-2013.
- ✚ **SSLC** under board of secondary education from AL-FURQAN ENGLISH MEDIUM SCHOOL KOLAPPURAM in 2011.

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## PERSONAL DATA

- Nationality : indian
- Date of birth : 20<sup>th</sup> September 1995
- Marital status : single
- Age : 26
  
- Address : MALIYIL (HOUSE) PUTHUKKUDI, AR NAGER (P.O),  
KOLAPPURAM NORTH MALAPPURAM DIST,  
KERALA,676305.
- Father name : MOHAMMED ALI P
- Religion : islam
- Caste : muslim
- Passport no : H 3860588
- Language known : English,tamil,Malayalam,hindi
- Height : 169
- Weight : 79
- Interesting : **ACCOUNTS**  
**DRIVING**  
**MUSIC**  
**CONTROLLING OTHER PERSON**

## **DECLARATION**

I hereby declare that the particulars given above are true and I assure you with my efficient and loyal service if you give me an opportunity to join in your firm.

**JIMSHAD ALI P**