



# JUVAID M K

## CONTACT ME AT

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- Sharja, Nasserya street 28

## PERSONAL INFO

Nationality : Indian

Gender : Male

Date of Birth : 07 April 2001

Marital Status : Single

Passport No : X6802750

Date of Issue : 24/04/2023

Date of Expiry : 23/04/2033

Place of Issue : Kozhikode

## KEY SKILLS

Critical Thinking

Data Analysis

Problem Solving

Software Proficiency

Team Work

Excel Skills

## PROFESSIONAL SUMMARY

Seeking a challenging position in a reputed organization where I can learn skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organisation's growth.

## WORK EXPERIENCE

**ACCOUNTANT** - Sep 2022 - Dec 2023-

**SILVAN TILES GALLERY HIDE SIGN VALANCHERY**

KANJIPPURA -676552

<https://silvangroup.in/>

- Supervision and coordination of sales invoicing
- Tasks include creating a sales report, generating an e-way bill, and issuing an e-invoice
- Responsibilities encompassed in inventory stock management involve overseeing the transfer out and transfer in of stock, managing GRN (Goods Receipt Note), providing assistance with purchase orders, and procuring materials.
- In addition to my other roles, I have also worked as a cashier.
- I was in charge of recording the transportation of vehicles their maintenance and calculating driver salaries

**ACCOUNTING /AUDIT ASSISTANT** - Feb 2022 - SEP 2022

**AHAMMED SHA & CO. CHARTERED ACCOUNTANTS**

MALAPPURAM, KERALA-676506

<https://www.ahammedshaandco.com/>

- Posting and processing journal entries, Sales, Purchases & Exp Invoice, Maintain day to day books of Accounts
- Maintain Bank reconciliation Statement and reconciliation Of Debtors & Creditors
- Furnished taxpayers with sufficient information and advice to facilitate correct tax form completion.
- Used appropriate adjustments, deductions and credits to keep client's taxes to minimum.

## LANGUAGES KNOWN

### English

Professional working proficiency

### Malayalam

Native or bilingual proficiency

### Tamil

Native or bilingual proficiency

### HINDI

Limited working proficiency

- Checked data input and verified totals on forms prepared by others to detect errors in arithmetic data entry or procedures.
- Reviewed available data and compared against tax code to determine exemptions, deductions and potential liabilities.

## CERTIFICATES

- SAP (R/3) – Finance & Controlling, Consultant Level & Enduser Level
- Diploma in GST and GCC VAT
- Certificate in International Financial Accounting
- Tally ERP. 9, Peachtree, Quick Books, MYOB
- Office Automation
- MS Excel, Word, Power Point, Outlook
- Certified Accountant – IICA. US
- International Institute of Certified Accountant

## EDUCATIONAL QUALIFICATION

- **M.com** Indhira ghandi national open university 2021  
(Two exam results are yet to be announced.)
- **B.com** - University of Calicut (2018 - 2021)
- Plus Two - Higher Secondary Examination (2016 - 2018)
- SSLC - From the Board of Kearala Education (March 2016)

## DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge. I further ensure that I will discharge my duties with dedication to the satisfaction of my superiors.

Juvaidd M K