

# KHALID. S

ACCOUNTANT ASSISTANT



## PERSONAL DETAILS

Mobile No +971 581608524  
Email ID halids294@gmail.com  
Address Dubai, UAE  
D.O.B 18-02-1998  
Nationality Indian  
Gender Male  
Marital Status Single  
Visa Status visit visa  
Licence Indian licence

## KEY SKILLS

GST/VAT Filling

Payroll Operations

Book keeping

ERP Implementation

Manual Accounting

Corporate Accounting

Financial Management

Reconciliation

Prepare Financial Statement

Preparing Ledger

Cash Handling

Analytical Skill

Administrative Skill

## PROFILE

Motivated and detail-oriented Master of Business Administration graduate with experience as an Accounting Assistant. Possesses deep understanding of financial principles and procedures. Proficient in Microsoft Office Suite, QuickBooks, and various other accounting software. Adept at managing multiple task and completing them in a timely fashion. Experienced in creating financial reports, accounts payable/accounts receivable, and payroll processing. Committed to providing accurate and efficient financial services.

## ACADEMIC CREDENTIALS

**2021-2023 MASTER OF BUSINESS ADMINISTRATION**  
RVS Institute of Management Studies & Research  
Coimbatore, India

**2018-2021 BACHELOR OF COMMERCE**  
Mahatma Gandhi University Kottayam, Kerala

**2015-2017 HIGHER SECONDARY**  
Board of Higher Secondary Examination, Kerala

**2015 HIGH SCHOOL**  
Board of Public Examination, Kerala

## EXPERIENCES

### ➤ HR EXECUTIVE CUM ACCOUNTANT I 2022-2023 INTERNATIONAL HEATWORKS AND CRANES PVT.LTD

- Maintain accurate and Organized financial records using accounting software.
- Record day-to-day financial transaction, ensuring proper documentation and categorization.
- Review and process invoices, verifying accuracy and completeness.
- Match invoices with corresponding purchase orders and receipts to ensure consistency.
- Reconcile monthly statements and other financial accounts.
- Keeping informed about current legislation relating to finance and accounting.
- Investigate and resolve any discrepancies or issue promptly.
- Maintain accurate payroll records and ensure compliance with tax regulations.
- Manage employee benefits programs, such as health insurance, retirement plans, and leave policies.
- Assist employees with benefit-related questions and concerns.
- Collaborate with hiring managers to identify staffing needs and find suitable candidates.
- Screen resumes and applications to shortlist qualified candidates.
- Maintain accurate and up-to-date records of employees, including personal and employment information.
- Manage and organize employee files and documentation.

## COMPUTER SKILLS

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- SAP - FICO
- ERP
- QuickBooks
- Tally software
- MS Word
- MS Excel
- MS PowerPoint
- Computerized Accounting

## LANGUAGES

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- English
- Hindi
- Malayalam
- Tamil

## PASSPORT DETAILS

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Passport No      U8639375  
Date of Issue     19/01/2021  
Date of Expiry    18 /01/2031  
Place of Issue    Trivandrum

## INTERESTS

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Travelling



Sports



Movies

## ➤ ACCOUNTANT TRAINEE I 2017-2018 ABRAHAM THOMAS & CO, KOCHI, KERALA

- Assist in the preparation of financial statements, such as income statements and balance sheets.
- Generate reports and financial analyses to support decision-making.
- Process invoices and payments for accounts payable.
- Monitor and track outstanding invoices for accounts receivable.
- Assist in collections and reconciliations.
- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Assist in creating budgets and forecasts for the organization.
- Stay updated on accounting standards and regulations.
- Ensure financial transactions and records adhere to legal and industry standards.

## PROFESSIONAL QUALIFICATION & CERTIFICATIONS

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### ➤ SAP FICO & MASTERS DIPLOMA IN GLOBAL ACCOUNTING (2023)

Masters Diploma in Global Accounting International Certification in Corporate Accounting covers Manual, Financial, Computerized accounting, and Administrative Skills. The course offers a greater understanding of ERP Skills (SAP-FICO Module). It aims to enhance the candidates' Administrative Skills using Microsoft (Word, Excel & Power Point). The course is aimed at meeting the demand for trained accounting professionals globally. The course provides the learners with an enhanced understanding of financial record keeping and computerized accounting using QuickBooks and Tally software.

## DECLARATION

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I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information.

KHALID .S