

MOHAMMED IRSHAD

Accountant

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☎ +971569039736

📍 Dubai,UAE

🧑 Male



PROFILE

Intend to build a career with a reputed and progressing organization with committed and dedicated people which will help me to explore myself fully and realize my potential.

PROFESSIONAL EXPERIENCE

Accountants Assistant

UNIRIDE HONDA (Authorized Dealership of Honda Motorcycle & Scooter India Pvt Ltd)

October 2020 – April 2023
Malappuram, Kerala, India

- Prepare Company Debit and Credit Documents
- Prepare Daily and Weekly Audits of Accounts, Vouchers, and Statutory Records
- Conducted Financial Analyse Under Accounts Manager in Every Month
- Reconcile and Maintain Balance Sheet Accounts
- G S T Assistance and E - Way Bills , E - Invoices
- Trained and Supervised 4 New Employees Ensuring They Maintain High Attention to Detail
- Handling Cash and Bank Transactions

Accounts Trainee

UNIRIDE HONDA (Authorized Dealership of Honda Motorcycle & Scooter India Pvt Ltd)

March 2020 – September 2020
Malappuram, Kerala, India

EDUCATION

UNIVERSITY OF CALICUT

Bachelor of Commerce in Finance

2016 – 2019
Malappuram,Kerala, India

**GOVERNMENT HIGHER SECONDARY SCHOOL
Plus Two**

2014 – 2016
Othukkungal, Kerala, India

**GOVERNMENT HIGHER SECONDARY SCHOOL
S S L C**

2014
Othukkungal, Kerala, India

SKILLS AND TECHNICAL PROFICIENCY

Microsoft Office (*Expert in Excel and Word*) • **Tally Prime and Tally Erp9** • **Peachtree**

Internet and Essential Software • **Problem Solving Ability in Accounting** • **Team Player**

Data Entry, Browsing, Mailing • **Audit** • **Accounts Receivable And Accounts Payable**

Financial Analysis • **MIS Reporting** • **Cash flow and Working Capital**

Budgeting and Variance Analysis • **Inventory Management**

PERSONALITY TRAITS

- Positive Attitude and Team Spirit to Work as a Team Member.
- Quick Learner and Motivator
- Willingness to Learn & Update Myself with New Methodologies & Technologies
- Presentation and Good Communication Skills

INTERESTS

Travel • Social Service • Adventure • Art

LANGUAGES

English • Malayalam • Arabic • Hindi • Tamil

COURSES

Diploma Certification In Manual And Computerised Accounting
Accountants Accademy

2019 – 2020
Malappuram, Kerala, India

DCMCA Course Comprises of Following Modules Manual Accounting, Tally.ERP 9, Peachtree and Microsoft Office

PROJECTS

BANKING HABITS OF RURAL PEOPLE WITH SPECIAL REFERENCE TO MALAPPURAM DISTRICT
Academic project for Bachelor of Commerce Finance

‘A Study of banking habits of rural people with special reference in Malappuram district. The study find almost rural people in aware in banking’

AWARDS

Special Performance Award
UNIRIDE HONDA (Authorized Dealership Of Honda Motorcycle & Scooter India Pvt Ltd)

Outstanding Performance and Lasting Contribution to our Organization In the Month of 2021 August To November.

DECLARATION

I Hereby Declare That the Information Furnished Above is True to the Best of my Knowledge and Belief.

Mohammed Irshad