



Muhammed Amras T

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Malappuram Dt, Kerala, India

Key Skills

- Journal Entry & Ledger Management
- Accounts Payable & Receivable
- GST Filing & Compliance
- Tax Return Preparation Support
- Bank Reconciliation
- Invoice & Billing Management
- Financial Statement Assistance
- Payroll Data Entry
- Manual Accounting Proficiency
- Audit File Preparation
- Stock Counting & Inventory Maintenance
- Vendor & Supplier Invoice Processing

Software Skills

- Tally ERP
- QuickBooks
- SAGE (Peachtree)
- MS Excel (VLOOKUP, Pivot Tables, Charts)
- MS Word & PowerPoint
- Typing Speed: 40+ WPM

Personal Details

- Nationality: Indian
- Date of Birth: 20/01/2005
- Languages: English, Malayalam

Professional Summary

Motivated and detail-oriented B.Com graduate with strong foundational knowledge in accounting, bookkeeping, and financial documentation. Certified in Indian & Foreign Accounting (DIFA), with hands-on experience in Tally, QuickBooks, SAGE, GST filing, and manual accounting. Eager to contribute to efficient financial operations in an entry-level Accountant position.

Education

Bachelor of Commerce (B.Com)

University of Calicut | Expected: March 2025

Higher Secondary Education (+2) – Commerce

HSE Board of Kerala | March 2022

SSLC

Secondary Education Board of Kerala | March 2020

Certification

Diploma in Indian & Foreign Accounting (DIFA) – Institute of Accountants & Book Keepers, August 2022

Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

MOHAMMED AMRAS T