



**Address**  
SHARJAH, UAE

**Contact**  
+91 9645514011  
Riswanshaz4011@gmail.com

**Date of Birth**  
25.09.1998

## PROFILE

To be a successful professional in accounting & an organization that can provide me opportunities to widen my skills to grow & expend with the organization.

## SKILLS

- Journal & Ledger Accounts Preparation
- Day book & Petty cash records
- Financial Statements
- Payroll Auditing & Tax Liabilities
- Profit and Loss Accountability
- Accounting Software Systems Knowledge
- Accounts Payable and Receivable
- Bank Reconciliation
- Stock Valuation & Inventory Verification
- proficient in Excel & Word

## Computer knowledge

- Knowledge in Tally Prime.
- Knowledge in MS Office-Microsoft Excel.
- Specialized in Tally ERP 9.0.
- Inventory Management & Tax Management & Payroll Management.
- ERP Concepts & Environment.
- Knowledge in Computer Fundamentals.

# RISWAN K

ACCOUNTANT (1 Years Professional Experience)  
ASSISTANT ACCOUNTANT (4 Month Professional Experience)  
(Internship in 6 month ACPA Training Campus)

## EDUCATION

Institute of Professional Accountants (ACPA) Manjeri, India  
Advanced Certified Professional In Indian & Foreign Accounting (ACPIFA)

2017 - 2020

University of Calicut - Sree Sastha Collage Manjeri - India

Bachelor of Business Administration (BBA) With Finance

2015 - 2017

Government Vocational Higher Secondary Board

SCIENCE

## EXPERIENCE

01.01.2023 - 20.01.2024

**KURIKKAL INTERIO ,Manjeri-India**

Accountant (ACROBIZ)

- Completing daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Debtors monitoring and follow up for unpaid invoices
- Preparation of various sales/project reports
- Petty cash book and Reporting fund position at the end of the day
- Filing and bills maintenance
- Making Sales Quotations , Purchase Order ,Bills and Tax invoices
- Preparing credit note and debit note
- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information
- Provides payroll information by collecting time and attendance records
- Maintains employee information by entering and updating employment and status-change data
- Provides secretarial support by entering, formatting, and printing information
- Advanced knowledge of Excel (using financial formulas and creating spreadsheets)
- Update internal accounting databases

PERSONAL DETAILS

Nationality: Indian  
Visa Status :Visit Visa  
Marital Status : Single  
Religion : Islam  
License : LMV India  
Gender : Male  
Age : 25  
Passport No: U9065610

LANGUAGES

Malayalam	
English	
Hindi	

HOBBY

Travelling  
Photography & Editing  
Music

10.08.2022 - 30.12-2022  
**ZEEMART SUPER MARKET , Manjeri-India**  
**Accountant & Billing (E BOS)**

- Preparing Ledger, Day Book, Profit or Loss and Balance Sheet
- Billing
- Role of cost controller for purchases, admin expenses etc.
- Prepare regular reports and summaries of accounting activities
- Preparation of GST / Tax Report
- Preparation of Bank Reconciliation Statement

01.01.2020 -05.08.2020  
**ACPA Accounts Training Campus, Manjeri-India**  
**Internship (Tally ERP 9 + Tally Prime)**

- Proficient in Tally ERP 9, Tally Prime, MS Excel
- Knowledge of Accounting Practices
- Ledger & Journal Entries
- Statutory Accounts preparation
- Banking operational knowledge
- Reporting & Documentation
- *Accounting Activities up to Finalization & Reporting*
- File Maintenance, Payment Reconciliation
- Accounts Receivable, Office Administration

CERTIFICATE

- *Advanced Certified Professional in Indian & Foreign Accounting (ACPIFA)*