



HAMZA MELARAKKAL

Senior Accountant

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📍 Kerala, India-676 305

EDUCATION

**PG Diploma in
International Business.**
Bharathiyar University.
2020 - 2021.

Bachelor of Commerce.
University Of Calicut.
2008 - 2011.

EXPERTISE

MS Excel
Microsot Dynamics
ERP

LANGUAGE

English, Hindi
Tamil, Malayalam.

ABOUT ME

To achieve a challenging position in a result-oriented company, where my acquired skills and experience can be utilized towards the continuous growth of the company and my professional skill as well.

WORK EXPERIENCE

○ July 2017 - Present
Malabar Gold Pvt Ltd , Maharashtra, India.

Senior Accountant

Preparation of Final Accounts , Reconciliation of Debtors & Creditors, Check & Verify Petty Cash Expenses, Travel Expenses & other miscellaneous Expenses, Accounting Of Purchase & Sale Invoices with required Debit or Credit Notes. Prepare Bank Reconciliation Statement & Inter Branch Reconciliation. Prepare MIS Report. Checking of Inventory Movement. Physical Stock Verification &

○ Stock Ageing & Transit Identification.
2014 - 2017

Riya Electronics, Kerala, India. Accountant.

Stock Inspection, Reconciliation Of Debtors and Customers, ·Maintain cash Book,· Calculation of Incentive & Reimbursement of Travel, Field and other miscellaneous expenses of employees, ·Prepare Full & Final settlement of employees.

○ 2012 - 2014
Preethi Textiles, Kerala, India.

Billing Executive.

Issue and post bills, Proper Checking of Customer Bills, Manage Billing Discounts, Records Billed Invoices.