



SALIH PY

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° SKILLS °

Accounting Financial
Statement Preparation
GST &TDS Filing
Bank Reconciliation
Record Keeping and Filing
Income Tax
VAT Advanced Studies
Digitalizing documents
Time Management
Leadership
Confidence and Patience
Interpersonal skills
Fast Learner

° SOFTWARE °

Microsoft (Word, excel, outlook,
PowerPoint)
Tally ERP 9
Quick books
SAP FICO with
MM/SD Procedures

° LANGUAGES °

Malayalam - Native
English – Fluent
Hindi - Intermediate
Tamil - Fluent

° PERSONAL DATA °

Nationality: Indian
Date of Birth: 10-09-1997
Passport Number: V8557888
Visa Expiry: 04/05/2023

PROFILE

Having an experience of 2+ year as an Accountant, seeking to be associated with a company where I can utilize my skills and gain further while enhancing the company's productivity and reputation.

EMPLOYMENT HISTORY

Accountant at Shaffaf Gas Agency, Tirurangadi, Malappuram

March 2019 — April 2021

- Prepare Asset, Liability and Capital Account Entries by compiling and analyzing account information.
- Document Financial transactions by entering account information.
- Recommend Financial actions by analyzing account options.
- Preparing and filing Goods and Service Tax (GST).
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other Reports.
- Preparing and Maintaining Important Financial Reports.
- Maintained SDMS software (company personal software).
- Bank Reconciliation and Preparing bank-related Reports.
- Knowledge of Accounting and bookkeeping procedures.
- Updated Invoices, Vouchers, Petty Cash, Bank Statement in ERP system.
- Establishing tables of accounts, journal and voucher entries and assign entries to proper accounts.

EDUCATION

Master of Commerce

The Indira Gandhi National Open University (IGNOU) – India
January 2020 – June 2022

Bcom in Finance

Calicut University – Malappuram, Kerala
August 2015 — April 2018

Diploma in Manual and Computerized Accounting

IPA Kerala
June 2018 – February 2019

CERTIFICATIONS AND ACHIEVEMENTS

- Certified Professional Accounting: Tally ERP 9, Peachtree, QuickBooks, MS Excel, SAP Overview (incl MM and SD) [SAP FI and CO Overview, Balance Sheet and P&L].
- GST Return Filing & TDS, VAT
- Chairman of the union 2015-16 PMST Arts and Science College, Kundoor.

PROJECTS

- A study on vulnerabilities and insecurities of street vendors with special reference to Tirur Municipality.