



WALEED MOHAMMED IQBAL

Accountant

Dedicated and results-driven Accountant with 4 years of experience in financial management, accounting principles, and auditing. Proven expertise in overseeing financial records, preparing accurate reports, and ensuring compliance with regulatory standards. Adept at analyzing complex financial data, developing budgets, and implementing cost-effective solutions to enhance operational efficiency.

Experience

2021 - 2023

Venus Traders - Palakad - India Accountant

- Responsible for maintaining the cash book, bank book, and petty cash register. Prepared debtor's and creditor's outstanding statement and bank reconciliation statement.
- Follow-up for payments and Processing of accounts receivables & and incoming payments.
- Responsible for banking activities like preparation of cheques and depositing the cheques.
- Monitored cash flow statement.
- Preparation of sales invoices and timely delivery of invoices.
- Performing payroll audits and Maintain payroll for the firm.
- Interacted with agents and customers for any queries raised.

2020 - 2021

IBS Institution - Edappal - India Accountant cum Admin

- Responsible for accounting-related works, prepared & and checked monthly reports.
- Involved in manual book keeping and preparing daybook and trial balance.
- Posted the journal entries and prepared the trial balances.
- Entry of accounting data of daily transactions in Tally ERP 9, Tally Prime & Quick Books.
- Verified 100% quality adherence and worked per correct templates, standard practices, and client specifications.

2019 - 2020

Henna Auto Spare Parts - Edappal - India Assistant Accountant

- Assisting in all the official works, manual bookkeeping and preparing daybook and trial balances
- Coordinated with the clients, drivers, and all other staff for payments and invoices.
- Posted the journal entries and prepared the trial balances.
- Submitted and analyzed the weekly reports with owners.

Skills

- Managing Payroll
- Tax Calculations
- MS Office
- Accounts Receivable & payable
- Technical Accounting Knowledge
- Analytical Skills
- Cash Management

Certification

- Certification in Computerized Financial Accounting (CFA)
- Certification In Tally ACE
- Certification In Intuit Quick Books
- Certification In Microsoft Office

Contact

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Email

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Address

Al Muteena - Deira- Dubai

Education

2020

Bachelor Of Commerce
University Of Calicut

2017

Higher Secondary Education
Board Of Higher Secondary Education -
Govt. Of Kerala

Expertise

- Book Keeping
- Strategic & Financial Planning
- Payroll
- Billing , Purchase & Sales Order
- Reconciliation
- Store Keeping
- General Operations

Language

English

Hindi

Tamil

Malayalam