



Contact

Phone

+971527791401

Email

waleedki713@gmail.com

Address

Deira- Dubai

Education

- 2017-2020
Bachelor Of Commerce
University of Calicut
- 2015-2017
Higher Secondary Education
Board Of Higher Secondary
Education - Govt. Of Kerala

Expertise

- Tally ERP 9 & Prime
- Intuit QuickBooks
- MS Office Suite
- Billing, Purchase & Sales Order
- General Operations

Language

- English
- Hindi
- Tamil
- Malayalam

Personal Details

DOB : 20 May 1998

Marital Status : Single

Nationality : India

Visa Status : Visit visa

Visa Expiry : 19 June 2024

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 - Kerala -India Accountant

- Managed Accounts payable, receivable, and payroll functions
- Handle day-to-day petty cash & bank transactions
- Reconciles bank statements and department records
- Preparing an outstanding list of Debtor & making payments follow-up
- Vouching and verification of various documents related to the Audit and documentation
- Responsible for monthly account closing
- Maintaining balancing sheet, profit & loss account
- Responsible for managing year-end cut off the process
- Provides reports as required by the management.
- Support the chief operating officer with daily operational functions
- GST & Taxation procedure and E-filling.

2020 - 2021

IBS Institution - Kerala -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 - Kerala- 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 Calculation
- Accounts Receivable & Payable
- Technical Accounting Knowledge
- Analytical Skill
- Cash Management

Certification

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