



# AJMAL VK

BACHELOR OF COMMERCE

## CONTACT INFORMATION

Verankadavath House,  
Chathaparambil, Kodyathur post  
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Kerala, India  
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## PERSONAL INFORMATION

- Date of Birth : 24-08-1995
- Gender : Male
- Aadhar, Pan card, Passport : yes  
(will be provided up on request)

## LANGUAGES

- English
- Hindi
- Malayalam
- Arabic
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## OBJECTIVE

To work in a growth-oriented, technology-based organization that expands my knowledge and provides me the opportunity to utilize my skills and abilities to its fullest potential for mutual growth and benefits.

## EXPERIENCE

### A ONE STEELS

ACCOUNTANT WITH OPERATION

(March 2017 - February 2019)

(June 2022 – November 2022)

- Preparing financial records and financial statement
- Keeping account books system up to date.
- Preparing day today reports.
- Report on the company's financial health and liquidity.
- Comply with financial policies and regulations.
- Reconciliation of receivable and payable.
- Managing work flow.
- Creating and managing team
- schedules. Evaluating performance and providing feedback.
- Helping to resolve customer issues and disputes.
- Solve workplace challenges or conflicts.

### BIJU ASSOCIATES

(Tax Practitioners & Accounting Trainers)

ACCOUNTANT

(October 2016 – October 2017)

- Manage all accounting transactions.
- Publish financial statement in time.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Handle monthly, quarterly and annual closings.
- Manage balance sheets and profit/loss statements.
- Managing all report to audit.

### ADNOC

(Abudhabi National Oil Company)

Sales Executive

(October 2020 – Present)

- Manage all transactions.

## SUMMARY

Aims to actively work for the development of the firm by applying technical skills and knowledge I have acquired from college in an innovative and creative manner such that it would also cater for the development of the skills i have acquired.

## EDUCATION

- B.COM – Calicut University(2014-2016)
- Higher Secondary – Jamia Markaz . (2013)
- SSLC -PTM Higher Secondary School Kodyathur. (2011)

## CERTIFICATIONS

- **ACPA**  
(Advance Certified Professional Accountant)

## COMPUTER PROFICIENCY

- MS office (Word, Excel, PowerPoint - basic knowledge)
- Tally
- BillTech

## SKILLS & ABILITIES

- Leadership Quality.
- Team collaboration.
- Communication Skills.
- Honesty and Loyalty.
- Punctuality and Adaptability.
- Creative and Innovative.
- Motivated, well-disciplined individual.

## PROJECT

Consumer Perception-Maruti with reference to popular vehicles and service ltd mukkam.

## ACHIEVMENTS

- Member of school football team.
- Volunteer of District Kalolsavam.
- Participating management meet.
- Member of natural club.

## DECLARATION

I hereby declare that above statement is true to my knowledge and belief.

**Ajmal VK**