



# Ameer Syed Ashraf

ACCA ASPIRANT

A dedicated, analytical, organized and detail-oriented Accounting and Auditing professional currently looking to pursue a challenging career which enable me to learn, grow and be a part of processive organization that gives a scope to enhance my knowledge and utilizing my skills towards growth of the organization.

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## Audit & Accounts Assistant

### Muhammed & Co (Kannur)

2023 Apr – 2024 Mar

#### Tasks

- Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients.
- Assisted the audit team in examining financial statements, identifying discrepancies, and ensuring compliance with accounting standards.
- Collaborated effectively with senior auditors and team members to meet project deadlines and deliver high-quality results.
- Provide full range of services, including audit support, preparation of financial statements, bookkeeping, general ledger accounting, collaborated effectively with senior auditors and bank reconciliation.
- Contributed to the preparation of audit reports and documentation in accordance with industry standards.

## Accountant

### Globula Ventures (Kannur)

2021 Jun – 2021 Dec

#### Tasks

- Maintaining and preparing financial records, including accounts payable, receivable, general ledger entries, balance sheets, income statements, and cash flow statements, GST monthly tax filing and tallying cash at the end of the day.

## EDUCATION

### Association of Chartered Certified Accountant (ACCA)

Completed 6 out of 13 papers

### Bachelor of Commerce

Bharathiar University

2021-2024

## LANGUAGES

English	● ● ● ● ●
Malayalam	● ● ● ● ●
Hindi	● ● ● ● ●

## SKILLS

- IFRS, IAS
- Excel, Word
- Tally
- Time management
- Bookkeeping
- Exceptional communication
- Team work & Adaptability
- Attention to detail
- Problem - solving

## CERTIFICATES

### Advance Excel

G-Tec Computer Education, Kannur

07.02.2023