

CURRICULUM VITAE

MOHAMED HARSHAD TK

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CARRIER OBJECTIVE

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment

EDUCATIONAL QUALIFICATION

Course	Name of Institution	Board/University
B.COM COMPUTER APPLICATION	MAJLIS ARTS &SCIENCE COLLEGE ,PURAMANNUR	UNIVERSITY OF CALICUT

PERSONAL DATA

Date of Birth	: 05/03/1997
Gender	: Male
Martital Status	: Un Married
Father name	: Mr Jamaludheen tk
Religion & Caste	:Islam, Muslim
Nationality	: Indian
Pass Port Number	: R1854116(INDIA)
Date of issue	: 03/08/2017
Driving Licence	: LMV/HMV No:B7428533(INDIA)
Address	: Thirunnavaya kalathil(House) Pazhur(PO) PIN 679571,Malappuram ,Kerala

LANGUAGE KNOWN

- | | |
|-------------|--------------------|
| • English | Read, Speak, Write |
| • Malayalam | Read, Speak, Write |
| • Tamil | Speak |
| • Hindi | Speak |

EXPERIENCE

- Worked as an Accountant at Time Square Super Market, Musafa 32, Abu Dhabi (October 2021 to June 2022)
- Worked as an Accountant at ARC group of companies, Malappuram, India (September 2020 to September 2021)
- Worked as an Accountant at Anu's foods, Ernakulam, India (September 2019 to September 2020)

DUTIES & RESPONSIBILITIES

- Maintaining cash and cash book for the company
- Entering day to day cash transactions in to tally , Excel
- Preparing payment & Receipt vouchers and day book for the company
- Handling creditors and Accounts payable and make payment correctly
- Controlling all vehicles, keeping the documents of the vehicles and informing to MD about Insurance, Tax and Test date for the vehicles and make necessary arrangement for the renewal.

Company Name & Address : M/S Stepping Stone Accounting
Consultancy (SSAC) Thrissur, Kerala
Position : Accounts Assistant

About Company: M/S SSAC is an audit Firm having Head Office at Thrissur. Kerala, India and Branch Office at Kozhikode, Kerala, India. Attained ample experience in the various Accounting activities from Vouching to Finalization of Accounts of Trading, Manufacturing and Service Organizations.
Period : February 2019 to August 2019

DUTIES AND RESPONSIBILITIES AS ACCOUNTS ASSISTANT

- Practice in both manual and computerized accounting
- Accounting activities up to finalization of accounts
- Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc.
- Maintenance of various accounting registers for Purchases and Sales.
- Computerization of accounts using Tally 9.
- Preparation of Income & Expenditure Statements for different types of business.
- Preparation of bank reconciliation statements.
- Working experience in Trading and Manufacturing Company accounts.

COMPUTER KNOWLEDGE\

- _ Certified Professional in Indian & Foreign Accounting (CPIFA) from IPA Kerala (2019).
- Specialized in MS Office- Microsoft Excel Global Certificate Holder (2019).
- Specialized in Tally ERP 9.0, Peachtree Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux._

ABILITIES AND AREA OF STRENGTH

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
Experience in office management with comprehensive problem solving abilities.

DECLARATION

I hereby declare that all the information furnished above are exact and true with the best of my knowledge.

DATE :

PLACE : DUBAI

MOHAMED HARSHAD TK

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