

# KHALID SALIM



## PERSONAL DETAILS

Mobile No	+971 564668675
Email ID	khalidsalim4849@gmail.com
Address	Dubai, UAE
D.O.B	28-02-1998
Nationality	Indian
Gender	Male
Marital Status	Single
Visa Status	visit visa
Licence	Indian licence

## KEY SKILLS

Cash Handling
Customer Service
Financial Acumen
Attention to Detail
Multitasking
Reconciliation
Currency Exchange
Budgeting
Regulatory Compliance
Financial Management
Payroll Operations
Analytical Skill
Administrative Skill

## PROFILE

Motivated and detail-oriented Master of Business Administration graduate with experience as an Accounting Assistant. Possesses deep understanding of financial principles and procedures. Proficient in Microsoft Office Suite, QuickBooks, Zoho and various other accounting software. Adept at managing multiple task and completing them in a timely fashion. Experienced in creating financial reports, accounts payable/accounts receivable, and payroll processing. Committed to providing accurate and efficient financial services.

## ACADEMIC CREDENTIALS

2021-2023	<b>MASTER OF BUSINESS ADMINISTRATION</b> RVS Institute of Management Studies & Research Coimbatore, India
2018-2021	<b>BACHELOR OF COMMERCE</b> Mahatma Gandhi University Kottayam, Kerala
2015-2017	<b>HIGHER SECONDARY</b> Board of Higher Secondary Examination, Kerala
2015	<b>HIGH SCHOOL</b> Board of Public Examination, Kerala

## EXPERIENCES

- **ACCOUNTANT I 2022-2023**  
**INTERNATIONAL HEATWORKS AND CRANES PVT.LTD**
- Maintain accurate and Organized financial records using accounting software.
  - Record day-to-day financial transaction, ensuring proper documentation and categorization.
  - Review and process invoices, verifying accuracy and completeness.
  - Match invoices with corresponding purchase orders and receipts to ensure consistency.
  - Reconcile monthly statements and other financial accounts.
  - Keeping informed about current legislation relating to finance and accounting.
  - Investigate and resolve any discrepancies or issue promptly.
  - Maintain accurate payroll records and ensure compliance with tax regulations.
  - Able to create and interpret financial model to forecast currency movement.
  - Knowledgeable about international transaction.
  - Familiarity with financial software and relevant tools for efficient currency trading and analysis.
  - Thoroughly review and verify currency transactions.
  - Experienced in conducting through research on global financial market.

## COMPUTER SKILLS

- SAP - FICO
- ERP
- QuickBooks
- Tally software
- MS Word
- MS Excel
- MS PowerPoint

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## PASSPORT DETAILS

Passport No      U8639375  
Date of Issue     19/01/2021  
Date of Expiry    18 /01/2031  
Place of Issue    Trivandrum

## INTERESTS



Travelling



Sports



Movies

## ➤ ACCOUNTANT TRAINEE I 2017-2018 ABRAHAM THOMAS & CO, KOCHI, KERALA

- Assist in the preparation of financial statements, such as income statements and balance sheets.
- Generate reports and financial analyses to support decision-making.
- Process invoices and payments for accounts payable.
- Monitor and track outstanding invoices for accounts receivable.
- Assist in collections and reconciliations.
- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Assist in creating budgets and forecasts for the organization.
- Stay updated on accounting standards and regulations.
- Ensure financial transactions and records adhere to legal and industry standards.

## PROFESSIONAL QUALIFICATION & CERTIFICATIONS

### ➤ SAP FICO & MASTERS DIPLOMA IN GLOBAL ACCOUNTING I 2023

Masters Diploma in Global Accounting International Certification in Corporate Accounting Covers Manual, Financial, Computerized accounting, and Administrative Skills. The course offers a greater understanding of ERP Skills (SAP-FICO Module). It aims to enhance the candidates' Administrative Skills using Microsoft (Word, Excel & Power Point). The course is aimed at meeting the demand for trained accounting professionals globally. The course provides the learners with an enhanced understanding of financial record keeping and computerized accounting using QuickBooks and Tally software.

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information.

**KHALID. S**