



IRSHAD N P

ACCOUNTANT

Dubai, United Arab Emirates

Dedicated and detail-oriented accountant with a proven track record in maintaining accurate financial records, managing company ledgers, and overseeing payroll processes. Seeking a challenging position to leverage my skills in reconciling accounts, handling client billing, and monitoring accounts payable and receivable.

EXPERIENCE

ASSISTANT ACCOUNTANT (July 2022 - December 2023)

Glaze Electronics and Home Appliances, Palakkad, Kerala

- Effectively managed company purchase and sales ledgers
- Preparation of Bank Reconciliation statement, including expenses
- Prepared client billing under the guidance of the billing manager,
- Reviewed customer invoices for accuracy, posting information to general ledgers
- Handling accounts payable, accounts receivable and payroll accounting
- Managing the inflow and outflow of funds efficiently
- Stock reconciliation statement preparation on a monthly, keeping accounts books & system up to date

ASSISTANT ACCOUNTANT (February 2021 - June 2022)

SAE Associates, Edappal, Malappuram, Kerala

- Petty cash management,
- Preparation of Bank Reconciliation statement
- Fee collection data record verification
- Manage and operating general accounts
- Various financial reports generation and forward to senior accountant

EDUCATION

• **BACHELOR OF COMMERCE**

University of Calicut

• **HIGHER SECONDARY EDUCATION**

Board of Public Examination, Govt of Kerala

CERTIFICATION

• **COMPUTERIZED FINANCIAL ACCOUNTING**

IBS School of Commerce

PERSONAL INFORMATION

- Date of birth : 16/06/1998
- Nationality : Indian
- Passport No : U8141591
- Visa status : Visting Visa
- Phone. +971559873251
- email: npirshad47@gmail.com

COMPUTER SKILLS

- Tally ERP 9 & GST
- QuickBooks,
- SAP (FI-CO), ACRO-BIS.
- Ms office specialist (excel, word, Power Point)

KEY SKILLS

- Client Billing
- Ability to Multi-Task
- Preparing Ledgers
- Strong work ethic
- Problem solving
- Time Management
- Software Proficiency

LANGUAGE SKILLS

- English
- Hindi
- Malayalam