



IRFAN MALICK MOHAMED I

ACCOUNTS ASSISITANT

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Dubai, UAE



PROFILE SUMMARY

- A visionary professional offering **nearly two years** of experience in **Accounts Department**.
- Coordinate with **Accounts Manager** in the preparation of monthly forecasts, and strategic plan
- **Team-based management** style with skills in determining company’s mission & strategic direction, capable of leading & motivating individuals to maximize levels of productivity

EDUCATION

- **Bachelor of commerce (2019-2022)**
Manonmaniam Sundaranar university, Tamilnadu, India

COURSES

- Tally ERP 9
- MS Office

CORE COMPETENCIES

- Administrative work
- Technical Expertise
- Cash Management
- MIS Reporting & Documentation
- Customer Relationship

SKILLS

- Multitasking
- Problem solving
- Time Management
- Self- motivated
- Ability to analyze data
- Critical Thinking
- Accounting Organizational

WORK EXPERIENCE

ACCOUNTS ASSISITANT
ITALIAN BAKEHOUSE LIMITED
JULY 2022 - JAN 2024

TAMILNADU,INDIA

Nature of Duties:

- Perform administrative tasks such as filling, generating reports and maintaining mail correspondence.
- Book Keeping, Forms Part of Data Collection.
- GST Filing and Value Added Tax.
- Record all branches financial transactions into internal databases.
- Track and make utility payments.
- Managed the accounts payable and accounts receivable processes.
- Prepared financial statements and reports, such as balance sheets and income statements.
- Analyzed financial data to identify and resolve discrepancies.
- Reconcile all end day transactions prior to leaving the office to ensure that all cash receipts and delivery are in order with business transactions

PERSONAL DETAILS

- **Date of Birth:** 27-08-2001
- **Languages Known:** English, Tamil and Malayalam
- **Nationality :** Indian
- **Marital Status:** Unmarried
- **Passport No. :** V2736532
- **Address :** Dubai, UAE
- **Visa Status :** Visit Visa
- **Visa Expiry :** 28.12.2024