



# ISHAQ.K

A well experienced professional with demonstrated history of working in the financial services industry.

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**DUBAI, UAE**

**PH NO** : [+971502294676](tel:+971502294676)  
**VISA STATUS : UAE VISIT VISA**

## EXPERIENCE

### **2 years of experience**

#### **Pamac Finserve Pvt Ltd For HDFC Limited.**

Handle client queries, lead management and assisting analytical teams to collaborate with clients for thier credit appraisals sharing views and insights on economy and industries with clients and corporates also Financial Management. Proficient with Microsoft Excel and **Accounting Software's. Overall Accounts Management.**

## TITLE

### **Working Capital Group Executive.**

Professionally qualified Accountant with 1.5 years of experience as an **Accounts Executive** and B.com, specialized in financial management and reporting. Proficient in accounting principles, software and excel to maintain accurate records and ensure compliance eg, bookkeeping tax planning, auditing and financial analysis. Can communicate and contribute my skills in financial management and develop the best practical solution.

## AREA OF EXPERTISE

- Accounts payable & accounts receivable, audit and financial statements.
- Preparation of monthly Profit & Loss A/C.
- GST payment, filing and Tax planning.
- Bank reconciliation, related party and supplier or vendor A/C reconciliation and Inter Company Reconciliation.
- Credit card, cash and online sales reconciliation.
- Maintaining actual branch balances and ledgers.
- Inter company transaction and maintaining actual branch balances and ledgers.
- Develop periodic reports for management daily, weekly and monthly
- Assisted auditors in statutory audits, ensuring that the company complied with all applicable financial regulation.

## RESPONSIBILITIES

- Manage all accounting operations based on accounting principles.
- Assist for preparing the division P&L .
- Payroll preparation of employees.
- Develop periodic report for finance manager.
- Preparation and filing of GST, ESI, PF, TDS.
- Preparation of customer invoice.
- Payment receipts.
- Bank reconciliation.
- Customer reconciliation.

## ACADEMIC HISTORY

### **Bachelor of commerce**

IKTM College Cherukulamba Under  
University Of Calicut 2019 - 2022.

### **Computer Application**

IUHSS Parappur Under University Of Higher  
Secondary Kerala 2017 - 2018.

### **High School Under Kerala Board**

Kerala State Board - High School 2006 - 2016.

## PERSONAL PROFILE

Martial Status : Single  
Gender DOB : 16/02/2002  
Blood Group : B -ve  
Languages known : English, Arabic, Hindi.  
Visa status : UAE Visit Visa  
Passport Number : **C0812620**

## REFERENCE

Available Upon Request.