



IRFAN P

ACCOUNTANT



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irfaninfopc@gmail.com



AL Karama, UAE

EDUCATION

BACHELOR OF COMMERCE

Financial Accounting, Taxation,
Cost Accounting,

Calicut University (INDIA)
2019

CERTIFICATION

PGDPA

(POST GRADUATE DIPLOMA IN
PRACTICAL ACCOUNTING)

SKILLS

- Accounting software proficiency
- Taxation
- Accounts Payable & Receivable
- bank reconciliation
- Accounting principles
- Data analysis
- payroll
- Technical proficiency
- Cost Accounting
- Customer service
- Preparing tax returns

SOFTWARE

- Tally
- MS Office
- MS Excel
- Fire Fly

PROFESSIONAL SUMMARY

Experienced Accountant with 5 years of expertise in financial reporting, budgeting, and tax preparation. Proficient in accounting software (Tally, Fire Fly, Excel) and skilled in managing general ledgers, financial statements, and reconciliations. Strong attention to detail, with the ability to identify discrepancies and improve financial processes. Proven ability to work efficiently in fast-paced environments and deliver accurate results. Committed to ensuring compliance with industry regulations and supporting strategic decision-making.

WORK EXPERIENCE

INDIA
May2024 – Jan 2025

A.M. HONDA

Accountant

- Reconcile accounts and ensure timely payments for both customers and suppliers.
- Track vehicle inventory and ensure proper accounting for purchases, sales, and transfers.
- Assist in preparing tax filings, including sales tax, payroll tax, and corporate tax returns
- Reconcile bank statements to ensure that all transactions are accounted for accurately
- Monitor and report on dealership performance against budget and forecasts.
- Reconcile physical stock with the inventory system and update records for new arrivals or sales.

REDEFINE BUSINESS SERVICES

UNITED ARAB EMIRATES
Aug2022 – Mar2024

Junior Accountant

- Recording daily financial transactions, including invoices, receipts, and expenses.
- Preparing financial statements, such as balance sheets and income statements.
- Managing accounts payable and receivable.
- Ensuring timely payment of bills and salaries.
- Reconciling cash, bank, and credit transactions.
- Managing petty cash and monitoring expenses.
- Calculating and preparing tax returns (VAT, corporate tax,)

LANGUAGES

- **ENGLISH**
(Native or Bilingual Proficiency)
- **HINDI**
(Full Professional Proficiency)
- **MALAYALAM**
(Native or Bilingual Proficiency)
- **ARABIC**
(Elementary Proficiency)

NIFT MOTORS

INDIA
Sep2019 - May2022

Accountant

- Maintaining accurate records of all financial transactions, including sales, purchases, and expenses.
- Preparing and issuing invoices to customers for services rendered and parts sold.
- Managing payments to suppliers and ensuring timely settlement of invoices.
- Tracking outstanding payments from customers and following up on overdue accounts.
- Regularly reconciling bank statements with the garage's financial records.
- Processing employee salaries, deductions, and benefits.
- Analyzing expenses and identifying areas for cost reduction.
- Tracking and managing inventory of parts and supplies to ensure adequate stock levels.

TRAINING & CERTIFICATION

POST GRADUATE DIPLOMA IN PRACTICAL ACCOUNTING (PGDPA) 6 MONTHS

- Manual Accounting
- Computerized Accounting
- Accounts Auditing and Taxation
- Online and Offline Banking Transactions

PASSPORT AND VISA DETAILS

- PASSPORT NUMBER - T8656031
- PASSPORT VALIDITY - 10/2019- 10/2029
- VISA TYPE - Visit visa

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any misrepresentation or false information may lead to disqualification or termination from employment.

IRFAN P