

Abdulmalik

Mobile: 7448638495

Email ID: barvinmalik97@gmail.com

Address: 33-5, Maruthinagar, sivanadhapuram
saravanampatti Coimbatore -641035

Photo

Career Objective

Accounts executive with 4+ years of experience in accounting looking for challenging position in a growth oriented organization where I can enhance my skills and knowledge and become a valuable part of the organization.

Educational Background

- Masters in Finance (MBA) in KV institute of management and information studies, Coimbatore in 2019 with GPA 6.5
- Bachelors in Commerce (B. Com) from Mathurai kamaraj University constituent College, Vendasandur in 2017 with GPA 6.0
- 12th Class from Government boys' higher secondary School, Vendasandur, in 2014 with GPA 8.2
- 10th Class from Government boys' higher secondary School, Vendasandur, in 2012 with GPA 6.0

Work Experience in VAARUNI JEWELS

- Accounts Executive cum Purchase from 01 June 2020 to Till date

Key Responsibilities:

- Updating accounts payable and performing reconciliations
- Maintaining vouchers, receipts, bills and payments
- Reconciliation of sundry debtors and creditors
- Updating accounts receivables and issuing invoices
- Preparing weekly and monthly MIS reports
- Assisting in processing balance sheets, income statements and other financial statements
- Filing GST and TDS returns
- Coordination with vendors and internal team.

Work Experience in PMJ JEWELS PVT LTD

- Accounts assistant from 01 June 2019 to 01 June 2020.

Key Responsibilities:

- Bank reconciliation and payment collection.
- Record accounts payable and accounts receivables.
- Reporting daily revenues.
- Processing invoices.
- Filing GST and TDS returns.
- Keeping records of daily transactions.
- Updating internal systems with financial data

Key Skills

- Tally ERP
- Proficiency in MS Excel, Word & PowerPoint
- Taxation
- Book keeping

Personal Information

DOB : 05 May 1997
Gender : Male
Marital Status : Married
Father's name : Perumalsamy
Languages Known. : English, Tamil
Hobbies : Reading books, Listening to music

Declaration

I solemnly declare that each and every particular piece of information stated above is written with utmost attention and honesty.

Place:

Date:

Signature