

MUNAVIR ALI TK

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OBJECTIVE

Detail-oriented accountant with experience in financial reporting, budgeting, and auditing, proficient in QuickBooks and Excel. Seeking to apply my expertise in financial analysis and compliance to support organizational goals and drive efficiency.

EDUCATION

DIFA(Diploma in Indian And foreign accounting)

2020-2021

SKILLS

Technical Skills	Tally Ace, Tally pro, Peach Tree, Quick book , excel, Word, PowerPoint
Soft Skills	Leadership, Communication ,handle any situation in the firm, multitask

EXPERIENCE

Junior Accountant
The Steel Associate(Kolakkadan construction)

Feb 2022 - Jan 2023
Kozhikode ,Kerala

- Oversaw all aspects of recording sessions
- Outsourced instruments for clients- Created and presented the annual budget reports
- Provided multiple drastic cost-reduction solutions
- Prepared journal entries for the year-end audits
- Tally billing
- Balance sheet reporting
- Ledger keeping
- Finance transaction
- purchasing product
- Stock ledger keeping
- Managing firm sales and purchase system

Accounts and Reception
Haramain Tourist Home

May 2023 - Apr 2024
Ernakulam ,Kerela

- Achieved X% growth for XYZ using A, B, and C skills.
- Led XYZ which led to X% of improvement in ABC
- Developed XYZ that did A, B, and C using X, Y, and Z.

PROJECTS Hiring Search Tool.

Built a tool to search for Hiring Managers and Recruiters by using ReactJS, NodeJS, Firebase and boolean queries. Over 25000 people have used it so far, with 5000+ queries being saved and shared, and search results even better than LinkedIn! ([Try it here](#))

EXTRA-CURRICULAR ACTIVITIES