



Ajmalsha C.A

Phone: 7306720757

Current Address: S/O Ashraf karukapilly Ebrahim
chomaliparambil house
Nerichathara lane
Elamakkara 682024

Pemanat Address: kodungallur

email : ajmalsha466@gmail.com

EXPERIENCE

M.C.P HYUNDAI, KODUNGALLUR

still working

ACCOUNTANT

- Monthly Branch-HO Reconciliation
- Maintain Service & Sales Accounts
- Daily cash sheet preparation in Excel and Petty cash preparation in tallyerp9
- Insurance renewal management
- manage GST RO interface report in gdms to Tally erp 9
- Manage GST Ro Billing Report in GDMS2.0 (Service)
- Manage Customer Booking Management in GDMS2.0 (sales)
- Manage Accounts Receivable (debtors)
- Spare and Accessories billing
- Solve GSTR-1 Mismatch
- Statutory reports of return summary transfer to H.O of GSTR 3B
- ESI & PF of employer calculation
- manage Monthly P&L & stock management
- more about this company : www.mcp.hyundaimotor.in

Mahmoodiya CBSE school, perinjanam

3 year experience

Accountant

- Manage non teaching staff
- manage registration and legal duties of institution
- Liason with district social justice department
- As worked for legal activities of building the house for destitute people
- issue the grant for destitute students
- Cash handlinng
- manage day to day operations of the accounts and office duties
- manual book keeping
- Preparing inventory accounts.
- maintain and reconcile cash / financial accounts and bank
- Submit monthly reports to management
- Cash flow analysis
- maintain Income & expenditure, Balance sheet reports
- Manage AR/AP

EDUCATION

barathiyar university

M.com

B.com

Jul 2014 to Jun 2017

madurai kamraj university

finance

Master Accounting Diploma

Jan 2012 to Apr 2013

Govt of kerala (HRDC)

tally(tfap), peachtree, quickbooks, payroll managment, live projects & Ms office

+2

Jun 2009 to mar 2011

Govt of kerala

commerce

SSLC

Jun 2008 to Mar 2009

Govt of kerala

SKILLS

Ms office

Tallyerp 9

quickbooks

peach tree

CERTIFICATIONS

Tally Erp9 participation certificate

2013

Tally Authorised

PERSONAL

FATHER'S NAME	ASHRAF.K.E
MOTHER'S NAME	SAJITHA.V.A
DATE OF BIRTH	16-OCTOBER-1992
NATIONALITY	INDIAN
RELIGION	ISLAM
MUSLIM	MUSLIM
LANGUAGES KNOWN	ENGLISH, MALAYALAM
MARITAL STATUAS	SINGLE
PASSPORT No.	K6442393

CUSTOM SECTION 3

I hereby declare that all the above mentioned information given by me is true and correct to the best of my knowledge and belief.

PLACE

DATE

AjmalSha.C.A