

AFSAL.A

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CAREER OBJECTIVE

Looking for an entry in to a world class, highly professional organization with challenging and competitive environment, where I can use my knowledge based as well as personal attributes to achieve the organization goals.

WORK EXPERIENCES

POLY CAPITAL. Trivandrum

Accounts Executive, April 2019-March 2020 (1 Year)

- Statutory compliance of GST.
- Accounts payables and receivables.
- Payroll and sales executive's incentive workings.
- Bank reconciliation.
- Weekly and monthly financial and sales reporting.
- Inventory management.
- Petty cash management.

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING. (C-DAC) Trivandrum.

Accountant, January 2018- March 2019 (1.1 Years)

- TDS deductions and filing.
- PFMS Accounting of Grants In Aid Projects.
- Budget, Project monitoring & control, and preparation of utilization certificates for GIA Projects.
- Preparation of 3A for EPF and related documentation.
- Indigenous & Foreign Purchase order Payments and accounting thereof (LC/ TT/ Sight Draft)
- Bank & inter unit reconciliation.
- Associated with accounts finalisation and audit.

THOPPIL CONTRACTORS INDIA PVT.LTD, Kilimanoor.

Accounts Trainee, July 2016- December 2016 (6 Months).

- Assisted day to day accounting of transactions in Tally ERP 9.
- Assisted accounts payables & receivables.

EDUCATION

CMA- Intermediate.

Institute of Cost Accountants of India. – Year 2016.

Mcom.

University of Kerala. – Year 2017, Grade- Second Class.

Bcom.

University of Kerala. – Year 2014, Marks 74%.

Plus Two

Board of Higher Secondary Examination, Government of Kerala. – Year 2011, Marks 84%.

Secondary School

Board of Public Examinations, Government of Kerala. – Year 2009, Marks 78%.

OTHER EXPERIENCES & PARTICIPATIONS

- Participated 3 days GST-Conclave conducted by the Institute of Cost Accountants of India Trivandrum Chapter.
 - Participated Stock audit of Tata Sky in Trivandrum.
 - Worked as Part time Accountant in family business.
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COMPETENCIES

- Proficient in Tally ERP-9 and Microsoft Office.
 - Detailed and Organized.
 - Bilingual English and Malayalam.
 - Quick learner.
 - Compatible Nature.
 - Ability to work within a team.
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PERSONAL DETAILS

- Date of Birth : 14/06/1993
 - Father's Name : Abdul Latheef.M
 - Gender : Male
 - Martial status : Single
 - Nationality : Indian
 - Passport Number : U511788
 - Home Address : Sameer Manzil Puthukkodu, Kummil PO, Kollam-691536, Kerala.
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DECLARATION

I, Afsal A, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Trivandrum.