**ACCOUNTANT & ADMIN ASSISTANT**

**ANWAR HAMID J**  

**Address:** TC 70/947, Kaithavilakom,  **Mobile & what’s app** +91 8907310685

Vallakkadavu P.O, Trivandrum– 695008 **Email**:hamidjalal33@gmail.com

**CAREER OBJECTIVE**

Looking for a challenging career which demands the best of my knowledge in Accounting.

**PERSONAL DETAILS**

Father's Name Jalaludeen

Mother's Name Janeefa beevi

Date of Birth 27-03-1988

Sex Male

Marital Status Married

Permanent Address Tc 70/947, kaithavilakom,

Vallakkadavu P.O, Trivandrum - 695008

Hobbies Play cricket and football

**Languages known English,Hindi,Tamil,Malayalam**

**PROFILE**

* Good knowledge of accounting software like TALLY ERP9 and Peachtree.
* Analytical, good at problem solving and excellent in maintaining interpersonal relationship.
* Good verbal and written skills.
* Familiar with computer knowledge.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard/**  **Degree** | **Board / University** | **Marks Obtained** | **Year Of Passing** |
| **B.com**  (Taxation & law) | Kerala University | **45%** | 2010 |
| **12th** | HSE Board, Kerala | **65%** | 2006 |
| **10th** | State Board, Kerala | **50%** | 2003 |

**SOFTWARE SKILLS**

* ****TALLY ERP9****
* ****PEACHTREE****
* ****MS WORD****
* ****MS EXCEL****
* ****INTERNET BROWSING****
* ****PAINT****

**EXPERIENCE**

****1- CHANDRIKA DAILY,Tvm Kerala 695001****

****Accountant cum admin assistant.****

**Sep 2011 to March 2018.**

****2 - F&S associates ,Tvm , Kerala 695026****

****Taxation assistant cum office admin.****

**May 2018 to present.**

**With working as:**

* ****Maintaining Day book.****
* ****Maintaining cash & credit invoice.****
* ****Maintaining Ledger Account****
* ****Maintaining Journal entries..****
* ****Preparing payroll.****
* ****Preparing Trial balance****
* ****Preparing Bank reconciliation.****
* **Preparing the sundry debtors and creditors reconciliation.**
* ****Preparing P&L account. and****
* ****Preparing Balance sheet.****
* **Finalisation for statutory accounts.**
* **Manage accounts receivable and accounts payable.**
* **Handling Tax computation for statutory filing.**
* **Handling online banking transactions.**
* **Maintaining the petty cash account.**
* **Maintaining the overall office function.**

**DECLARATION:**

I hereby declare that all the above mentioned information provided is true to the best of my knowledge .

Date :18-12-2019

Place : TRIVANDRUM **ANWAR HAMID J**