



## JABIR MP

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### OBJECTIVE

an accounts executive with 3 year 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 organization.

### STRENGTH

- good communication both written and Oral.
- capable for analyzing and solving problems.
- responsible for all the tasks assigned.
- strong leadership and Organizational skills .
- excellent analytical and problem solving.

### LANGUAGE

- Hindi
- English
- Arabic
- Malayalam

### INTERESTS

- reading books
- traveling
- playing football

### EXPERIENCE

- 2021 - 2023**      **NESTO GROUP PVT LTD**  
accountant  
(Accounting, cashier, purchase and inventory executive)
- 2020 - 2021**      **EZZ BAZAR PVT LTD**  
accountant  
(Accounting , billing executive, cashier, purchase executive )

### EDUCATION

- 2014-16**      **Gvnt.higher secondary school kuttikkattoor Calicut.**  
Humanities
- 2016-19**      **mahlara Arts and Science college mavor.**  
B.COM (finance)
- 2020-22**      **annamalai university**  
M COM ( finance)

### KEY RESPONSIBILITY


- \* Bank reconciliation and payroll work
- \* managed accounts payable, receivable and payroll functions.
- \* Keeping records of daily transactions.
- \* Maintaining vouchers, receipts, bills and payments.
- \* Responsible for daily cash transactions and voucher entries.
- \* Coördination with vendors and internal team
- \* updating credit note and debit not filing.
- \* financial analysis and reporting and Preparing sales invoices.
- \* GST and TDS filling
- \* Updating day to day bank transactions in excel sheet and Monthly reconciliation process.

### COMPUTER SKILLS

- \* Tally ERP
- \* SAP
- \* book keeping
- \* proficiency in MS exell
- \* quick book
- \* gulfvat

### DECLARATION

I do hereby declare that the particulars given above are true to the best of knowledge and belief.

Signature:   
jabir mp