



RESUME

ILIYAS.J

Address:

**No: 124 Haji Pet 1st Street,
Melvisharam-632509**

Ranipet-Dist, Vellore.

Email: jiliyas706@gmail.com

Cell No: 84898 76994

80988 66020

Objective:

- To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to overall growth.

Educational Qualification:

Course	University/Board	College/School	Year of Passing	Percentage (%)
M.B.A (Finance & Accounts)	Anna University	C.Abdul Hakeem College of Engineering & Technology Melvisharam.	June 2015	61%
B.COM (Commerce & Accounts)	Thiruvalluvar University Vellore	C. Abdul Hakeem College of Arts & Science Melvisharam.	October 2012	64%
H.S.C	State Board	Islamiah Boys Higher Secondary School.	March 2009	63%

Skills Set:

Computer Skill	Center/Institutions
Tally ERP 9	Tally Academy, Vellore.
Tree ERP, Ms-Office	Jey Ram Institute, Vellore.

Specialization of MBA:

- Finance/Accounts
- Human Resources Management.

Working Experiences:

Name of the Company	K.H. Export India Pvt Ltd., (LPD Unit)
Designation	Finance & Account
Experience	2 Years Experience in Audit Department.
Name of the Company	Saalim Shoes Pvt. Ltd., in Ranipet. (Head Office, Chennai)
Designation	Accountant
Experience	3 Years Experiences in Accounts Department.

Job Role:

- Billing, Invoice checking in Tree ERP.
- Generate/Updating the Invoice in GRN Process.
- Purchase,Sales,Online sales Gst invoice Accounting in Tally.
- Unregistered Dealer invoice Accounting in Tally.
- Preparation of Debtors and Creditors reconciliation with our books and parties.
- Maintaining the records, follow up of Drawback and IGST Receivable.
- Accounts Receivable and Payable Checking and follow up.
- Verifications, Check the bills for passing of payment process.
- All Purchase, Sales bills check in tally before filling the GSTR 1 and 3B in GST Portal.
- All Banks, Cash transactions (Entries) posted to Tally.
- Preparation of Bank Reconciliation Statements and Review the General Ledger.

Personal Details:

Name	ILIYAS.J
Father Name	JANI BASHA. K
Gender	Male
Marital Status	Single
Religion	Muslim
Languages Know	<u>Speak</u> : English,Hindi,Tamil- <u>Written</u> :English&Tamil
Residential Address	No: 124 Haji Pet 1 st Street, Melvisharam-632509 Ranipet- District, Vellore.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Melvisharam.

Signature
(ILIYAS.J)