

IRSHAD Senior Executive –Accounts

virshad43@gmail.com
+91-7293980949
linkedin.com/in/irshad-v-1821b3a9

Address: Kasaragod, Kerala

Date of Birth: 02 Oct 1992

A confident, multi-skilled and capable Accountant with excellent knowledge of finance and accounting procedures. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance and development of financial systems and accounting procedures

Profile Summary:

- ➊ A competent professional with more than 5 years of experience in **Account Receivable, Account Payable, and End to End Accounts.**
- ➋ Have **Prepared Financial Statements.**
- ➌ An excellent communicator with **abilities in cementing healthy business relations with clients and other internal departments.**
- ➍ Preparation and submission of different types of **MIS report: Monthly Sales Report, Monthly Payable/ Receivables, and Monthly Income and Expense Report**
- ➎ Conversant with various **Financial Accounting and Reporting Packages, QuickBooks, Xero, Tally, MS Office and Internet Applications**

Key Skills:

- ❖ Strong interpersonal skills with ability to communicate confidently and professionally
- ❖ Strong organizational, multi-tasking and problem-solving skills
- ❖ High level of patience, grit, integrity and cultural understanding
- ❖ Drive for excellence with a with a strong sense of urgency and result-orientation



Work Experience 1

Virtual Employee Pvt Ltd
Senior Executive –Accounts

January 2022 –Till Date

Key Areas of Responsibility

- ❖ Cloud Accounting with International clients..
- ❖ Finalisation of financial statements.
- ❖ Account Receivable, Account payable, Bank and Credit card reconciliation.
- ❖ Preparing various reports as per client requirements
- ❖ Running Payroll reports and booking into accounts.



Work Experience 2

Key Tee Trading Company
Accounts Executive

October 2019 –December 2021

Key Areas of Responsibility

- ❖ Managing account records, issuing invoices, and handling payments.
- ❖ Collaborating with internal departments to reconcile any accounting discrepancies
- ❖ Analysing financial data and assisting with audits, reviews, and tax preparations
- ❖ Updating financial spread sheets and reports with the latest available data
- ❖ Reviewing existing financial policies and procedures to ensure regulatory compliance
- ❖ Dealing with accounts receivables and account payables
- ❖ Integrating daily purchase and sales into Books of Accounts
- ❖ Booking of daily expense and payments
- ❖ Present Business updates to top management in weekly and Monthly meetings



Work Experience 3

A&AB Associates Bangalore, India
Accountant

September 2017 –September 2019

Key Areas of Responsibility

- ❖ Experience of dealing with North American clients
- ❖ Consistently delivered the highest quality, full-spectrum accounting services for individuals, businesses
- ❖ Worked extensively on Financial reporting tools like QuickBooks & Gusto
- ❖ Analysed, examined and interpreted account records, compiled financial information and reconciled
- ❖ Reconciliation of accounts, reports and other financial data
- ❖ Process journal entries and perform accounting to ensure accurate records
- ❖ Invoicing and Billing
- ❖ Dealing with accounts receivables and account payables administering payrolls and controlling income and expenditure

- ❖ Dealing with accounts receivables and account payables
- ❖ Dealing intercompany transaction



Work Experience 4

Asal foods pvt ltd Bangalore, India

Jr Accountant Trainee

August 2016 – July 2017

Key Areas of Responsibility

- ❖ Providing Operations & Distribution support to flow of Business products
- ❖ Managing inventories of raw materials and channelize distribution
- ❖ Liaise with region wise marketing associates for supply of products
- ❖ Communicate with vendors for the order intake and distribution of the orders
- ❖ Documents financial transactions by entering account information.
- ❖ Reporting to management about all financial transactions and business movements
- ❖ Prepare payroll reports, manage attendance/leave of all employees



Education

- Have done **MBA in Finance & Logistics in 2016**
- Have done **Bachelors of Commerce in 2013**