

# ALWIN .S. MICHAEL

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North Sehla

## Summary

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Enthusiastic accountant with a solid foundation in financial reporting and analysis gained from experience at Al Dar Equipment Hiring Co.W.L.L. Demonstrates a strong commitment to maintaining accurate financial records and complying with regulations. Proficient in using Tally and Excel to create comprehensive financial reports. Excited to apply my skills and contribute to the financial success and efficiency of your organization, supporting its goals through meticulous accounting practices. Thrives on learning and staying informed about the latest finance and accounting legislation

## Experience

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### Accountant

- Al Dar Equipment Hiring Co. W.L.L. • North Sehla 01/2024 - Present
- Preparing and submitting information to the tax authorities.
  - Tracking the inflow and outflow of cash into the business so as to give insights into the company's financial health and operational efficiency.
  - Establishing, developing, and monitoring internal policies relating to financial systems and budgets.
  - Utilizing accounting system, billing system, spreadsheet, and Tally software.
  - Attending meetings with clients, discuss and advise on their business and accounting needs.
  - Maintaining efficient control systems to ensure accurate recording of revenue and other financial data.
  - Confirming and substantiating financial transactions by auditing documents.
  - Implementing new financial systems throughout the company and ensuring a smooth transition.
  - Reconciling cashbook to bank statements on a monthly basis.
  - Organising accounting records such as registers, ledgers, journals and individual accounts.

### Accountant

- Christuraj Hospital • Koothuparamba, KERALA 11/2021 - 12/2022
- Compiling, analysing, and reporting financial data.
  - Creating periodic reports, such as balance sheets, profit & loss statements, etc.
  - Maintaining accurate financial records.
  - Performing audits and resolving discrepancies.
  - Computing taxes.
  - Keeping informed about current legislation relating to finance and accounting.

## Skills

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Communication skills, Time management, Financial analysis

## Education

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### Bcom Computer Application

Osmania University • Hyderabad , Telangana

06/2018

## Languages

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English, Hindi, Malayalam

## Certificates

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DIFA-Diploma in Indian & Foreign Accounting , Tally ACE, DATA ENTRY OPERATOR, MS EXCEL

## Personal Details

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- DOB - 10/01/1998
- Gender - Male
- Nationality - Indian
- Marital Status - Unmarried

## Declaration

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I hereby declare that the information above is true and correct to the best of my knowledge and I bear the responsibility for the correctness of above particulars.