



# IRSHAD M

ACCOUNTANT

## PERSONAL PROFILE

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B com holder from Calicut university with Twelve years experience in accounting and finance environment with knowledge and expertise in management accounting and general accounting area. My objective is to ensure the availability of the accurate information at the right time, to add value to the decision making process.

## CONTACT

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Al Ain  
United Arab  
Emirates



irishadmknr@gmail.com



+971 562912587

## SKILLS

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- Comprehensive understanding of finance and accounting process.
- Strong analytical, problem solving and organizational abilities.
- The ability to work under pressure and perform multi-tasking.
- Excellent communication skills to persuade, influence and negotiate.
- Excellent pc skills and spreadsheet skills.
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

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**Union Professional Electrical & Mechanical works Al Ain - UAE  
Accountant 2023**

**Arab**

**MAMCO Contracting company Riyadh-Soudi Arabia  
Accountant 2007-2008**

**TADAWI Healthcare Company Riyadh-Soudi Arabia  
Computer Operator 2008-2012**

**ALAM AL MUHEET Contracting EST Riyadh-Soudi Arabia  
Accountant 2013-2021**

## OTHER CERTIFICATE

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Tally, ERP, Open Mind, Falcon  
Windos XP/ Vista/ win 7  
Ms office,Excel,Power point

## AREAS OF INTEREST

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- Prepare daily entries on ERP Systems
- Bank Entries
- Account recievables follow up
- VAT Filing-indepth
- Payroll Handling-indepth
- Dealing with clients and contractors
- Letter drafting-indepth
- Employee Affairs-salary, insurance etc
- Payment Handling-contractors, sub cont
- Purchasing, Billing, Returs , Voucher etc

## VISA DETAILS

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Visa status :Visiting visa  
Date of issue :07/09/2023  
Date of Expiry :06/11/2023

## EDUCATION

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- Bachelor of commerce  
Calicut University  
2002-2005
- Kerala State Board  
Higher secondary  
2000-2002
- Kerala state board  
SSLC  
2000

## HOBBIES & INTEREST

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- Meeting people and communicating , actively take part in Business developement activity.
- Sports and cooking.
- Want to walk some extra miles to achieve excellence in personality development and in turn career.

## PERSONAL DETAILS

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Date of birth :01/02/1985  
Nationality :India  
Marital status :Married  
Father's name : Muhammed Kunhi  
Languages : English, Hindi , Arabic, Malayalam