



IRSHAD M

ACCOUNTANT

PERSONAL PROFILE

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



Al Ain
United Arab
Emirates



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SKILLS

- 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

**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

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

AREAS OF INTEREST

- 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

Visa status :Visiting visa

Date of issue :07/09/2023

Date of Expiry :06/11/2023

EDUCATION

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

HOBBIES & INTEREST

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

PERSONAL DETAILS

Date of birth :01/02/1985

Nationality :India

Marital status :Married

Father's name : Muhammed Kunhi

Languages : English, Hindi , Arabic, Malayalam