



MURSHIDUL HAQ. T
ACCOUNTS EXECUTIVE

OBJECTIVE

Quick Learner, Hard Working, Dedicated, Result Oriented Accounting Professional seeking suitable job posting in reputed companies

ADDRESS

THEKKAKATH HOUSE CHETTIPPADI
P O PARAPPANANGADI,
Malappuram District, Kerala, India
PIN 676319

M 9061256500

Email:
murshidulhaq500@gmail.com

AGE & DATE OF BIRTH

20 Years, 05-02-2000

GENDER

Male

EXPERIENCE

STEPPING STONE ACCOUNTING CONSULTANCY [SSAC]

KOZHIKODE, KERALA INFO@SSACKERALA.COM

APRIL 2019 TO DECEMBER 2019

Being an Accounting Firm, I have been assigned to the following responsibilities:

All Accounting works up to finalization of accounts of various clients [Trading, Manufacturing, Service Providers like Advertisement Companies, Hospitals, Educational Institutions, Construction Companies]. The software mainly used is Tally.ERP 9.0

Preparation of Income Statement, Expense Statement, GST Information and various other reports using MS Excel

Entering transactions into the system

Bank Reconciliation and Accounts Reconciliation

Maintains Financial Documents by auditing documents

Prepare Reports by collecting, analyzing and summarizing account information

Contributes to team effort by accomplishing related results as needed

Assisting Preparation & Filing of GST RETURNS, ESI, EPF and TDS Returns

Secure financial information by completing database backups

EDUCATION

BCOM FINANCE

BHARATHIAR UNIVERSITY

SKILLS

Proficient in Tally.ERP 9.0, MS Excel, Sage 50, QuickBooks, SAP Business One, SAP FICO

Ledger & Journal Entries

Statutory Accounts preparation

Banking operational knowledge

Reporting & Documentation

File Maintenance

Payment Reconciliation

Accounts Receivable

CERTIFICATES

Post Graduate Diploma in Indian & Foreign Accounting from Institute of Professional Accountants [IPA], Kerala, India

Tally Ace Certificate

Intuit QuickBooks Certificate

Practical GST Certificate

Practical Gulf VAT Certificate

Project Certificate in Sage 50 Accounting, QuickBooks Accounting & SAP Business One

Internship Certificate from SSAC

REFERENCES

STEPPING STONE ACCOUNTING CONSULTANCY

info@ssackerala.com

Experience

HI TECH DIAGNOSTIC CENTRE PALARIVATTOM

I worked in Hi tech diagnostic centre
for 6 months,

In office administration

(billings , data entry , telecalling ,
authorization , report releasing)

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