

CURRICULUM VITAE



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ansarpc94@gmail.com

Doha, Qatar

Profile Summary

Possess the enthusiasm for work, strong desire to succeed and Commitments.

Very ambitious to help others and hardworking nature.

Excellent organization skills and able to work under pressure, and having good interpersonal and Communication skills.

Education

B.Com (Bachelor Degree of Commerce in Computer Application)
Kannur University

ANSAR P C

CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

CAREER PROGRESSION ACCOUNTANTSHIP

ALMIS International Business Solutions Pvt. Ltd Co

Rana Residency behind KVR Bajaj, Taliparamba

Pin: 670141, Kannur, Kerala, India

Ph. +919152999555

info@almis.in

Worked as an Accounting Executive (2 years)

RESPONSIBILITIES

- ☐ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ☐ Documents financial transactions by entering account information.
- ☐ Summarizes current financial status by collecting information.
- ☐ Repairing balance sheet, profit and loss statement, and other reports.
- ☐ Substantiates financial transactions by auditing documents.
- ☐ Guides accounting clerical staff by coordinating activities and answering questions.
- ☐ Reconciles financial discrepancies by collecting and analyzing account information.
- ☐ Review of General Ledger of Accounts and Passing necessary Accounting Entries.
- ☐ Reconciliation of vendor payments.
- ☐ Preparation of Month End Schedules.

EDUCATION

- ☐ **PDIFAS [Professional Diploma in Indian, Foreign & Sap Accounting]**
- ☐ **Inventory Clerk** (Logistics)
- ☐ **Bachelor Degree of Commerce**, University of Kannur
- ☐ **Secondary Education**, Department of Higher Secondary, Govt. of Kerala
- ☐ **Primary Education**, Govt. of Kerala

IT SKILLS

Tools/ Packages : Tally ERP.9, Peachtree Accounting, Manual Accounting, Quick Book Accounting, SAP Accounting, E-Accounting
MS Office, Expert in MS Excel.

Typewriting : English

Hobbies

Travelling

CERTIFICATION

IAB Certificate (International Association of Book keepers, UK)

Inventory Clerk (Central Govt. Issued Certificate)

B. Com (Certificate of Kannur University)

Govt. Approved G Tec. Certification.

Tally Certification, Bangalore.

PERSONAL DOSSIER

Date of Birth : 12-11-1994
Gender : Male
Marital Status : Single
Nationality : Indian
Language : English, Malayalam
(Read, Write & Speak),
Hindi, Arabic
(Read & Write)

Passport No : P 0025345
Issue Place : Kozhikode
Issue Date : 03.05.2016
Expiry Date : 02.05.2026
Driving License : Indian Driving License

DECLARATION

I do here by declare that the above details assure true to the best of my knowledge and belief if given a chance to serve under your kind control, I will prove my ability and work to the almost satisfaction of my superiors.

Ansar.P.C