



# AFSAL ALI A P

Sr. Accountant

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Jeddah, Saudi Arabia

## PROFESSIONAL SUMMARY

I believe that my education skill-set and experience make me a suitable candidate for this role. I am a highly organized and self-driven individual, passionate about developing my career in the field of accounting. My commitment can be gauged from the fact that I am an accredited holder of MBA-finance from the National Institute of Business Management Chennai and a degree with Accounts as specialization from Calicut University. Possessing more than ten years of experience working in diverse financial positions with multiple companies, I have gained extensive insight within this field. I am an accomplished communicator, with excellent organizational, decision making, and time.

## SKILLS

- ✓ General journal and ledger accounting.
- ✓ Protects the organization's value by keeping information confidential.
- ✓ Pass adjusting entries on month and year end, and final accounts.
- ✓ Invoice processing.
- ✓ Reconciliation.
- ✓ Financial statement.
- ✓ Prepare relevant reports as needed.
- ✓ Payroll preparation.
- ✓ Accounts payable & receivable.
- ✓ E payment.
- ✓ Fund flow statement.
- ✓ Statutory computation and filing.
- ✓ Budget and forecasting.
- ✓ Inventory account and reporting.

## WORK HISTORY

### Sr. Accountant

Cochin Traders Ernakulum, India

01/2021 to 12/2021

Responsibilities: - Preparing final accounts with adjustment entries, budgeting & forecasting, compute statutory and file return, e payment, posting purchase invoice and sales invoices, bank reconciliation, inventory report and financial report to the management, tracking accounts payables and receivables & reconciliation, cash flow

statements. Verify with receipt counts money from sales executives at the beginning of the shift to ensure that the amounts are correct and that there is an adequate change.

**Sr. Accountant**

MPS India Holdings Pvt. Ltd. Trivandrum, India 10/2016 to 07/2020

Responsibilities: - Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations. Maintaining payable and receivable, preparation of fund flow statement and financial reports to the management. Completed year-end closing processes with controllers and external auditors. Supported monthly general ledger closing activities, including preparing journal entries and reconciliations.

**Accountant**

MGS Associates ready-Mix Trading (P) Ernakulum, India 03/2015 to 08/2016

Responsibilities: - Posting purchase invoices based on purchase orders and issue sales invoice as per requisitions of debtors, and returns. Compute Statutory and return file, preparation of payroll, reconciliation of all ledgers (bank, creditors and debtors), payable & receivable, voucher verification and allocation.

**Trainee Accountant**

CH Associates Nilambur, India 10/2014 to 02/2015

Responsibilities: - Practicing VAT, TDS, Service tax and filing. Verifying expense vouchers and posting, book keeping.

**Cashier Cum Jr. Accountant**

Al Alwani Dates Mecca, Saudi Arabia 08/2012 to 08/2014

Responsibilities: - Operated cash counter (drawer) for cash, check and credit card transactions with excellent accuracy levels. Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies, Performed cash, card and check transactions to complete customer purchases and Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.

**EDUCATION**

Master of Business Administration – Finance 05/2018

National Institute of Business Management Chennai, India

Bachelor of commerce - Co operation 04/2012

University of Calicut Kerala, India

**ADDITIONAL INFORMATION**

Platform : Tally ERP, MS Office, Acrobis, Photoshop

Languages: English, Arabic, Malayalam, Hindi