



Ajmal.M C

PGDPCA

POST GRADUATE DIPLOMA IN
PRACTICAL CORPORATE ACCOUNTING

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06-03-2000 Indian Single

Male Blood : O+ve Islam

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ABOUT ME

As a **professional 3+ years** experienced dedicated and detail-oriented accountant, I bring a track record of supporting businesses with robust financial management and insightful analysis. With a strong foundation in accounting principles and a passion for financial accuracy, I excel in delivering comprehensive reports that drive strategic decision-making.

KEY SKILLS

- Understanding of Accounting Principles
- Financial Analysis
- Accounting Software Proficiency
- Mathematical Skills
- Taxation
- Attention to Detail

PROFESSIONAL SKILLS

- Control Over All Accountant And Financial Matters.
- Handing & Maintaining Accountant Up To Finalization.
- Prepration Of Year Ending Schedule & Accountant Statements For Audit.
- Reconciliation Of Bank Ho. Branches, Debtors, Creditors & Stock.
- Handling Staff Files And Prepration Of Payroll.
- Maintaining Purchase & Sales Including Stock.

PROFESSIONAL EXPERIENCE

TRAINING INCLUDES

- **Assistant Accountant at Wadi al ghoroub, Kuwait , July 2022 17 to 15 May 2024**

My role involves maintaining company ledgers and overseeing daily financial transactions with precision and accuracy. I am responsible for the creation of essential financial documents, including bills, invoices, pay-orders, payables, receivables, and purchase orders, ensuring they adhere to financial policies and regulations. A key aspect of my job is to identify discrepancies in ledgers and accounts, meticulously tracking them to their source and implementing corrective measures to uphold financial integrity.

In addition to these duties, I manage payroll activities, ensuring the timely and accurate release of salaries. I also coordinate and manage payment and billing details of external service providers, contractors, and vendors, fostering strong relationships and ensuring mutual financial obligations are met.

- **Accounts Trainee at Weaves accounting consultation services Perinthalmanna, Kerala January 2021 to April 2022**

Accounting Assistant Responsibilities:

Providing support to the Accounting Department.
Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
Handling communications with clients and vendors via phone, email, and in-person.

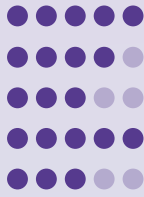
Processing transactions, issuing checks, and updating ledgers, budgets, etc. Preparing financial reports.
Assisting with audits, fact checks, and resolving discrepancies

- Manual Accounting
- Computerised Accounting (Tally - Erp - Gst)
- Prime Online & Offline Banking Transactions
- Account Auditing And Taxation
- SAP System Applications And Products In Data Processing



LANGUAGE PROFICIENCY

- English
- Arabic
- Hindi
- Malayalam (Mother Tongue)
- Tamil



SKILLS

- Tally.ERP
- SAP
- GST
- Excellent communication
- Work with precision
- Well organized
- Service focused
- Problem solving
- To be able to adapt with new equipments and techniques



EDUCATIONAL CREDENTIAL

- Bachelor Of Commerce (B.COM)
University of Calicut 2020
- Plus Two Kerala Govt. Higher Secondary
Board (77%) 2017
- SSLC Kerala Public Examination Board (78%) 2015

ADDITIONAL QUALIFICATIONS

- 6 Months Post Graduate Diploma In Practical Corporate
accounting (PGDPCA) From M/S Accountant Solution

Manual Accounting	Computerised Accounting	SAP FICO
Auditing & Taxation	Online & Offline Banking	MS Office



DECLARATION

I hereby affirm that the information and particulars provided above are accurate and complete to the best of my knowledge and belief. I understand the responsibilities associated with the role and am eager to apply my skills and expertise to contribute to your esteemed institution. I am committed to professional growth and am confident that my background in accounting will allow me to add value to your team. If given the opportunity, I look forward to not only enriching my knowledge and gaining invaluable experience but also striving for excellence and driving success for your organization.

AJMAL .MC