



# MALHARDEEN. A

## CONTACT

@ malhardeen24@gmail.com

+971582672299

Ajman, UAE

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EDUCATION

### ICMAI

2023

Pursuing CMA intermediate

### A.V.C. College (Autonomous) Mannampandal, Mayiladuthurai

2022

B. Com

71%

### Nasrul Muslimeen Matriculation Higher Secondary School

2019

HSC(+2)

73%

### Nasrul Muslimeen Matriculation Higher Secondary School

2017

SSLC

68%

## SKILLS

•Mastery of Microsoft Office (Word, Excel, Powerpoint)

•Mastery of Tally ERP 9

•Type writing in English

•Smart working and Analytical skills

## PERSONAL DETAILS

Date of Birth : 24/06/2002

Marital Status : Single

Gender : Male

Father's Name : Ayoob Ansari

Age : 21

language known : Tamil & English

Visa status : Employment visa: 07/2024

## EXPERIENCE

### R. SATHYANARAYANAN & Co, CHARTERED ACCOUNTANTS

One year of experience -

Account's Assistant

1. Compiled daily, weekly, months, quarterly, or annual financial reports for Management review.

2. Processing journal entries to ensure all business transactions are recorded.

3. Bank Account and Invoices preparation and Reconciliation.

4. VAT Documents preparation & VAT filing.

5. Payroll processing through WPS and timesheet, employee compensation & benefit report preparation.

6. MIS reports, Profit & Loss, Cash flow, Balance sheet report preparation.

7. Bookkeeping-Account's Payables & Account's Receivables.

## COMPUTER PROFICIENCY

Basic computer skill include word processing, Managing Computer files, Creating Presentation,

Advanced Computer Skills include Managing Database and Running calculations in Spreadsheets.

## DECLARATION

I do here by declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.