



# KHALID IBNU MUJEEB

## PROFESSIONAL EXPERIENCE

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I present my candidature with a total work experience of 1.5 year in Finance and Accounts field. I am currently working with Goalstar consultant private limited.. During my career, I got the opportunity to excel in Bookkeeping, Cashflow, MIS, Payroll, General accounts, TDS Return Filing etc.

## WORK EXPERIENCE

### Goalstar consultant pvt ltd, TDS Consultant

August 1 2022 - September 25 2023

- TDS return filing
- Bookkeeping
- Maintain Books of Accounts


### Accurate Financial Management Services


January 2022 - July 2023


- Weekly Cashflow preparation with projections
- Bookkeeping and Bank reconciliation of accounts.
- Handling Accounts Payables and Accounts Receivables.
- Monthly Budget vs Actuals preparation.
- Bi- Weekly Payroll Processing
- General ledger reconciliation.

## EDUCATION

- 2021-2022 **P.G Diploma in global accounting-Vintage Info Solutions, Edappally** (Aggregate:85%).
- 2018-2022 **Bachelor in Commerce (Computer Application) -MES T O Abdulla Memorial College, Kunnukara** (Aggregate:65%).
- 2016-2018 **HSE-Government Higher Secondary School, North Paravur** (Aggregate:85%).
- 2015 **S.S.L.C-St. Aloysius High School North Paravur, Ernakulam** (Aggregate:85%).

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 Flat no G3 Rawdha 3 Southern sector Ajman

## SKILLS

- Bookkeeping
- Accounting & Finance
- Reconciliation of Accounts
- TDS Return Filing
- Quick learner and Team Player
- Good Communication Skills
- Preparing MIS Reports

## PASSPORT DETAILS

- Passport No : W3230166
- Place of issue : Cochin
- Date of issue : 01/08/2022
- Date of expiry : 31/07/2032

## VISA STATUS

- Father Sponsered Visa

## **TECHNICAL SKILLS**

- Working Knowledge in Sage intact.
- Tally Prime.
- MS Office - Word, Excel, Powerpoint.
- SAP CInfigurat.
- Knowledge in Peach Tree.

## **LANGUAGES**

- English
- Malayalam
- Hindi

## **PERSONAL INFORMATION**

- Date of Birth : 21/03/2000
- Sex : Male
- Father's Name : Mujeeb Khalid
- Nationality : Indian

## **DECLARATION**

I hereby declare the above information is correct and true for the best of my knowledge and belief.

Place:

Date: