



Naseef Parappurath

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Kerala, India

WORK EXPERIENCE

NOUFAL ASSOCIATES

Assistant Accountant

November 2017 — JUNE 2018

- Entering and checking daily reports of clients.
- Control all creditors ledger and their payments.
- GST,BRS and payroll management.
- Secures financial information by completing database backups; keeping information confidential.
- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes accounting and organization mission by completing related results as needed

QUALIFICATION

- Six Months experience in accounting
- Certified by GSAF
- Certification in advanced Tally ERP
- Certification in Accounts, Inventory, Tax and Payroll management
- Proficiency in MS office
- Excellent communication skills
- A high degree of self-motivation and ambition
- The skills to work both independently and as part of a team
- A good level of numeracy

EDUCATION

**Diploma in Accounting and Finance
&
Master of Computerized Professional Accountant**

April 2017 – November 2017

B.COM
Calicut University

June 2014 – March 2017

INTERESTS

- Accounting
- Sales and Marketing
- Business Development
- Business Administration

PASSPORT DETAILS

Passport No : T3125294

REFERENCES

References available upon request