



# ABID SUBAIR

GST Practitioner-Tally ACE, Accounts Assistant , Office Administrator

## PERSONAL DETAILS

### Contact

Kallumkoottathil House, Palampra P. O.  
Kanjirappally, Kottayam District  
Kerala, INDIA  
Pin: 685532,  
[abidsubair1122@gmail.com](mailto:abidsubair1122@gmail.com)  
+91552617371

## PROFESSIONAL SUMMARY

I am seeking an aspiring and challenging career as an GST Practitioner or Accounts Assistant with a reputed organisation in a fast-growing environment that can help me achieve organisational goals and self-development.

## EMPLOYMENT HISTORY

### Associate Accountant - GST Practitioner Trainee, Business and Company Consultants India (BCC INDIA), Kanjirappally, Kottayam Dist., Kerala, India

05/2023 - Present

- Ensure all company transactions are recorded, post, and process journal entries.
- Accounts receivable must be updated, and bills must be issued.
- Accounts payable should be updated, and reconciliations should be performed.
- Assist in the preparation of balance sheets, income statements, and other financial statements in accordance with legal, accounting, and financial rules.
- Update financial data in databases to ensure that information is correct and readily available as needed.
- Weekly/monthly reports must be prepared and submitted.
- Assist senior accountants with the monthly/yearly closings.
- Assist with additional accounting projects
- Accounts and tax return preparation.
- Payroll administration, income and expenditure control
- Creating and presenting reports, budgets, company plans, commentary, and financial statements
- Auditing financial information
- Providing tax planning services based on current regulations, negotiating the conditions of commercial transactions, transfers with clients and affiliated organizations
- Provide a monthly, quarterly, yearly, or annual return and deposit any credits into the electronic cash ledger.
- Software knowledge.

## EDUCATION

### Tally Essential Comprehensive, Tally Education TEPL, Bengaluru, INDIA

02/May/2024

Mark Obtained : GRADE A

### GCC VAT using TallyPrime, Tally Education TEPL, Bengaluru, INDIA

02/May/2024

Mark Obtained : GRADE A

**Bachelor of Commerce-Finance & Computer Application, Mahatma Gandhi University Kottayam**

**Saint Dominics's College Kanjirappally, Kottayam, Kerala, India**

08/2020 - 04/2023

Passed with CGPA : 6.86

**Higher Secondary School Leaving Certificate, GED, Government of Kerala,  
J J Murphy Memorial H.S.S Yendar (Kerala State)**

06/2018 - 03/2020

Plus 2 Examination Passed 83%

### **SKILLS**

Communication Skills



Microsoft Office



Ability to work in a team



Data analysis



GST Tally , General Business knowledge



Ability to Work Under Pressure



Customer Service



Software proficiency



Standards of accounting



Well knowledge in Tally ERP 9, Prime



### **INTERNSHIPS**

**Accounts Trainee, St. Mary's Rubbers India PVT Ltd.**

12/2023

### **REFERENCES**

**K Hassan Hussain from**

**Business and Company Consultants India (BCC INDIA), Central Jn. Kanjirappally, Kottayam District**

khassanhussain@gmail.com | +919446756468

### **LANGUAGES**

Malayalam



English



Hindi



### **PERSONAL DETAILS**

Date of Birth : 07th July 2002

Marital Status : Single

Nationality : INDIAN

Passport No : W3617200 (Date of Expiry : 27/07/2032)

Driving Licence INDIA : KL34 20210001397 (2 Wheel/4 Wheel)

Blood Group : B+