

SALMANUL FARIZI

B.COM GRADUATE

+91 8089668825 | salmanexpectsurmail@gmail.com | Nedumpuram PO, Thiruvalla, Kerala - 689110

PROFESSIONAL SUMMARY

Dynamic and detail-oriented B.Com graduate with expertise in accounting, GST, and financial management. Proficient in MS Excel, MS Word, and financial reporting, with hands-on experience assisting Chartered Accountants in income tax filing and GST returns. Skilled in decision-making, problem-solving, and communication, with a strong ability to analyze balance sheets. Seeking a challenging role to contribute to organizational growth while enhancing professional competencies.

SKILLS

Accounting & Finance: GST, Income Tax Filing, Financial Reporting, Balance Sheet Analysis

Software Proficiency: MS Excel, MS Word, Tally

Soft Skills: Decision Making, Leadership, Problem-Solving, Communication (Oral & Written)

Additional Skills: Sales Strategy, Poster Making, Marketing, Social Media Management

CERTIFICATIONS

Excel, Tally, GST – Avodha Edu Tech Pvt Ltd.

PROFESSIONAL EXPERIENCE

Intern | Othomas & Co. Chartered Accountants – Kottayam, Kerala

Key Responsibilities:

- Assisted in preparing income tax filings and GST returns.
- Supported financial reporting and balance sheet analysis.
- Gained hands-on experience in accounting software and compliance processes.

EDUCATION

- B.Com (Computer Application) – St. Aloysius College, Edathua | 2019 – 2022
- Higher Secondary Education. – G V H S S Thalavady
- High School Education. – M G M H S S Thiruvalla

CORE COMPETENCIES

- Proficiency in MS Excel, MS Word, and GST
- Strong communication skills (oral and written)
- Ability to read and understand balance sheets

LANGUAGES

- English (Proficiency)
- Malayalam (Native)
- Hindi (Conversational)