

SAJAD HASSAN JAFFAR

ACCOUNTANT



Highly motivated, energetic individual with good presentation, communication and interpersonal skills, capable of handling jobs independently in an efficient and organized manner without supervision. Always try to achieve the goal by using all available information to improve the efficiency of work.

+971506230486 sajaadhj@gmail.com Al Quos 1 Street 31b Al Quos Dubai

Education

Kannur University (No:-0205340)
Bachelor's Degree (Accounting & Cooperation) |
2015 - 2018

Higher Secondary School Leaving Certificate (No:-200822)
Board Of Public Examinations, Kerala | 2013 - 2015

Secondary School Leaving Certificate (No:-143207)
General Education Department, Kerala | 2011 - 2013

Skills

Tally ERP, Adobe Photoshop, Microsoft (Word, Excel, PowerPoint), Web Surfing

Languages

English, Hindi, Malayalam , Tamil

Interest

Music, Travelling, Reading

Experience

Choice Marketing
Accountant Cum Supervisor | 2018 - 2021

1. Preparing accounts and tax returns.
2. Administering payrolls and controlling income and expenditure.
3. Auditing financial information.
4. Conducting product research and sourcing new suppliers and vendors.
5. Sourcing materials, goods, products, and services.
6. Performing inventory inspections and reordering supplies and stock and necessary.
7. Monitor merchandise movement and communicate with Buyers and Managers the performance of merchandise

Cheruthazham Service Co-Operative Bank
Marketing and Salesmanship | 2014 - 2015

Others

Passport number:- T8515937
Place of issue:- calicut
Visa Status:- Tourist Visa
Covid certificate id no:- 81639251604

References

Trade Certificate (Marketing):- 01910
Tally Certificate Bangalore (India) :- 902070882

Projects

Industrial Training
Cheruthazham Co-Operative Bank
Pazhayangadi | 2014 - 2015