

# Malek Danish

## Senior Accountant

10 yrs of progressive experience as a Senior Accountant. Providing management with financial data through research, analyzing accounts and financial statements. Expertise in all areas of full cycle accounting, strong payroll background, experienced tax paying of Kingdom of Saudi Arabia Value added tax, Small/Medium business accounting, Quaterly and year end tax reports, budgeting and audit preparation.



✉ danishm87@gmail.com

☎ +91-9687987110

📍 Modasa, Gujarat, India

## WORK EXPERIENCE

### Senior Accountant

Saudi Thalate Contracting Est. Kingdom of Saudi Arabia

02/2016 – Present

Al-Jubail, Kingdom of Saudi Arabia

#### Achievements/Tasks

- Responsible for opening and tracking the accounts of customers and vendors.
- Reviewed processing and computation of payroll and remittances of government-mandated benefits.
- Consulted clients on working with existing and new functionalities of accounting system.

Contact: Mr. Zeeshan Khan – +966-597460834

### Bookkeeper

Classic Offset Printing. Modasa

04/2014 – 01/2015

Modasa, India

#### Achievements/Tasks

- Recording of financial transactions like purchases, sales, receipts, and payments.

Contact: Mr. Safi Patiwalla – +91-9428197327

### Account Payable and Receivable

Aditya Birla Minacs worldwide ltd

07/2009 – 02/2014

Vadodara

#### Achievements/Tasks

- Preparing financial statements, General ledgers, Preparation of budget and analysis.
- Maintaining Schedule, filing, Maintaining the ledgers and invoices.

Contact: Mr. Mudit Desai – +91-9227101711

## EDUCATION

### Master in Business Administration

Veer Bahadur Singh Purvanchal University

01/2009 – 12/2010

India

### Bachelor in Business Administration

Veer Bahadur Singh Purvanchal University

01/2006 – 12/2008

india

## SKILLS

Process Improvements

Accuracy

Timeliness

Attention to Detail

Multitask

Verbal and Written Communication

Team Player

Interpersonal Skills

Leadership

Collaboration

Analysis

Negotiation

Google Analytics

## HONOR AWARDS

Best Customer Service Executive  
(10/2010 – 12/2010)

Aditya Birla Minacs worldwide limited

Best Customer Service Executive - Quality  
(10/2009 – 10/2009)

Aditya Birla Minacs worldwide limited

New Hiring Training Program  
(08/2009 – 09/2009)

Aditya Birla Minacs worldwide limited

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Gujarati

Native or Bilingual Proficiency

## INTERESTS

Accounts and Financial Blogs

Reading

Tally ERP 9