

IQRA ALTAF MUKADAM

Financial Accountant

PROFILE

To obtain a challenging and demanding job in the accounting field that will further enhance my knowledge and skills yielding the twin benefits of job satisfaction and a steady-paced professional growth. My accounting skills can be used for the betterment of an organization's system and books of accounts in the long run, and I aspire to bring the best out of myself at my workplace.



Dubai, United Arab Emirates



iqramukadam1234@gmail.com



Maharashtra, India (home town)



+971 52 735 7799



EDUCATION

SSC | Maharashtra Board | 2013

HSC | Maharashtra Board | 2015

B. Com | Mumbai University | 2018

M. Com | Pune University | 2020

SKILLS

DEDUCTIVE REASONING

TIME MANAGEMENT

SYSTEMS ANALYSIS

GENERAL LEDGER

CRITICAL THINKING

EXPERTISE

TALLY EPR 9.0

GENIUS SOFTWARE

BOOK KEEPING

ACCOUNT RECEIVABLES/PAYABLE

VAT REGISTRATION/MANAGEMENT

EXPERIENCE

ACCOUNTANT | ASHFAQUE RAHATWAL & ASSOCIATE

MAHARASHTRA, INDIA | NOV 2019 - SEP 2021

- Day to Day entry of sale, purchase, payment, receipts Vouchers and numerous transactions.
- Maintenance of various taxation records of the clients.
- Calculation and preparation of various taxes like VAT, GST, TDS, Income Tax.
- E-filing and payment various Taxes like VAT, GST, TDS, Income Tax.
- Prepare ledgers of accounting activities.
- Preparation and inputs of months and journal vouchers.
- Maintain Bank Reconciliation Statement.
- Handling Company Account & Bills payment.
- Accounts Payables / Receivables, Client's follow-ups and Realization of funds from sundry debtors.
- Maintaining Petty Cash.
- Preparation of weekly and monthly reports in MS-excel.
- Identifies, researches, and resolves discrepancies and incomplete transactions.
- Responsible for managing finances, and for day to day management of the financial reporting, accounting and payroll processes.
- Coordinated with accountants and auditors to finalize audits, prepared and recording asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintained and balanced subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies and producing payroll.
- Responsible for Fixed Assets accounting; depreciation calculations & deferrals.
- Managed and tracked inventory, prepared periodic and quarterly inventory reports.

PERSONAL DETAILS

- Father's Name: Altaf Abdussattar
- Date of Birth: 30th Sept' 1997
- Marital Status: Single
- Languages Known: English, and Hindi
- Nationality: Indian
- Visa Status: Visit valid till 20th April, 2022
- Address: Dubai, United Arab Emirates

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge.

IQRA ALTAF MUKADAM