

| SUFAIL SAKEER | | | |
|--|---|-----------------------------------|------------|
| Email Address: sufail938@gmail.com , Contact No: +971 58 275 5383 | | | |
| Recent/Current Position: | Accounts & Audit Assistance | Total years of Experience: | 1 |
| Recent/Current Employer: | KA Nazarulla FCA Chartered Accountant Thrissur, Kerala | Visa Status: | Visit visa |
| Education: | <ul style="list-style-type: none"> MBA (Finance) Bharathiyar University Tamilnadu, India B.Com (Finance) Bharathiyar University Tamilnadu, India Higher Secondary – Commerce. Kerala, India | | |
| Industries: | <ul style="list-style-type: none"> Accounting/Auditing | | |
| Objective: | <ul style="list-style-type: none"> To achieve a challenging position where I can effectively contribute my skills and experience to success and growth of the organization as well as to improve my professional skills. | | |
| Skills: | <ul style="list-style-type: none"> Tally ERP 9 Manual Accounting Microsoft Office (MS Excel, MS Word & MS Power point) NSDC -Field Technician - Computer and Peripheral | | |



Relevant Experience:

May-2018 TO Jun- 2019

KA Nazarulla FCA Chartered Accountant Thrissur, Kerala

As **Accounts & Audit Assistant** with the following responsibilities.

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Tax filing (GST)
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist senior accountants in the preparation of monthly/yearly closings

Personal Details:

Nationality – Indian

Date of Birth – 24 May 1995

Marital Status- Single

Religion - Islam

Languages Known – English, Malayalam

Valid Driving License – India