

**Mr. SABITH K. M**

**Contact: +971565708658 / +91-8608701347**

**Designation: Accountant**

**E Mail: [sabiuae1@gmail.com](mailto:sabiuae1@gmail.com)**

**Employment Status: Tourist Visa (Ready to Join Immediately)**

**Passport Details: S6714271 , Expiry: 10/10/2028**

**Civil Status: Single.**

**Local Address: Al Muteena Street, Deira ,Dubai.**



### Carrier Objective:

A dynamic Finance Professional seeking a mutually rewarding career, to share the skills, abilities, training & work experience to the fullest.

During my career, by working in various positions in the Finance Department, I have developed a wide and diverse array of skills & ability to handle any assigned task with minimum supervision. I seek to develop & share these skills for the betterment of my employer.

### Skills Summary

Focused and goal oriented with more than 2 years of experience in the Finance Sector, working for well reputed Audit firm & Business Enterprises such as : MANOOP VM & ASSOCIATES-Sulthan Bathery, India . and Kallat Group of Companies- Kalpetta, India.

I developed thorough knowledge in following areas.

- Assistant, Accountant
- General Cashiering
- Accounts Receivable
- Accounts Payable

### Hands on experience on the following Systems.

- ✓ Successfully completed computer accounting package **Tally 9.0 ERP & ERP Software.**
- ✓ Former Assistant Accountant at “**KALLAT GROUP OF COMPNIES**, Service Pack Assisting senior accountant and entering transactions in tally software system at **Kallat group of companies, kerala, India.**

### Work Exposure:

**CA MANOOP VM AND ASSOCIATES, Sulthan Bathery-India.**

**Assistant Accountant**

**April 2018 to March 2019.**

**Short Summary:** CA MANOOP VM AND ASSOCIATES is an Chartered accountant firm. Mainly concentrated on accounts maintain, auditing and other tax related works such as GST ,Accounts filing etc.

#### **Job Summary:**

- ✓ Verify the Sales and Purchase report which is given by the clients with relevant vouchers.
- ✓ Filing GST
- ✓ Register new firms in GST.
- ✓ Ensure all the accounting activities that for accuracy and task to be done in timely basis.
- ✓ Providing support and guidance to resolve the accounting issues in the clients firm.
- ✓ Get the relevant information's and documents from the clients to prepare accounts statement such as income statement, balance sheet etc.
- ✓ Income audit related all the transaction and verifying and recording.
- ✓ Monthly Financials and other reports to the Management
- ✓ Co-coordinating the work of sub staff.

## **KALLAT GROUP OF COMPANIES-Kalpetta, India**

### **Assistant Accountant**

**May 2019 to August 2020**

**Short Summary:** Kallat Group Of companies is a well reputed builders firm located in wayanad Kerala.

#### **Job Summary:**

- ✓ Managing records of daily transactions and managing general ledger accounting functions. As well as maintaining Accounts payable and Accounts receivables transactions.
- ✓ Manage office expenditure within the expenditure budget limits.
- ✓ Assist senior accountant in preparing Budgets, Periodic financial statements and Records.
- ✓ Store Accounting files and documents in safe places.
- ✓ Coordinate with accounts receivable team in collecting payments from clients.
- ✓ Assist and support internal and external audits.

#### **Educational Qualifications**

- **Master of Commerce (M.Com)** Bharathiar University-Coimbatore-2018
- **Bachelor of Commerce (B.Com)** Bharathiar University-Coimbatore-2016
- **HSE (Commerce, Accounting and Auditing)**, Gvt.Hr.Sec. School - Bitherkad, The Nilgiris-2013
- **DCFA-** ( Diploma in Computerized Financial Accounting )

#### **Professional Skills**

- **Knowledge of Tally 9.0 ERP & ERP Software.**
- **Knowledge of Inventory Buizz Software.**
- **Knowledge of MS-Office.**
- **Knowledge about VAT Returns.**
- **Basic knowledge of SAP.**

#### **Personal Strengths:**

- Maintains Good Relationships with others
- Can work hard to complete the goals within deadlines.
- Good Observing and Communication Skill.

#### **Personal Details**

Age & Date of birth	:	24 & 6 <sup>th</sup> February 1996
Sex	:	Male
Religion	:	Islam
Nationality	:	Indian
Languages Known	:	English,Tamil, Malayalam.
Hobbies & Interest	:	Browsing Net, Watching Movies and Reading Books.

#### **Reference**

MANOOP VM – Chartered Accountant.

Contact : +91 9744115646

#### **Declaration**

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

Place:

Signature:

**Mr. SABITH KATTEKADAN MAJEED**