

CURRICULUM VITAE

- Looking for position of an Accountant.
- Total **10** years experience in Accounts field. (4 years in UAE)



MUHAMMED SADATH

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Contact No:

Mobile: +971 528 678 117

Permanent Address (India):

Pathari (HO),
Puthanangadi (PO),
Angadippuram (VIA),
Malappuram (DT),
Kerala - 679321

Present Address (UAE):

Al Karama
Near Burjman Metro Station
Dubai, UAE

Personal Data:

Date of Birth : 16-07-1987
Place of Birth : Cochin
Nationality : Indian
Gender : Male
Marital status : Married
Religion : Islam

Languages known:

English, Malayalam.

Passport No: V2146315

Expiry Date: 19/08/2031

Strengths:

- Determined & Hardworking
- Sincere and honest
- Team Player
- Continuous Learning
- Positive Approach
- Self-Motivated

OBJECTIVE

A suitable career in Auditing & Accounting where my experience & education will have valuable application.

HIGHEST QUALIFICATION

Master of Commerce (M. Com) – MK. University

M.com Passed from Madurai Kamaraj University. This course is imparted of Professional Education in various aspects of –

- ✓ Financial Accounting
- ✓ Cost Accounting
- ✓ Management Accounting
- ✓ Managerial Economics
- ✓ Marketing Management
- ✓ Business Management
- ✓ Business Law
- ✓ Computer Application

SKILLS

- ✓ Good Knowledge in **Tally ERP 9 & Focus V6.0129**
- ✓ Excellent with Microsoft Office Packages. Preparing all kinds of reports in **MS Excel**.
- ✓ Well-versed with Internet & E-mail.
- ✓ Speed and Accuracy in Typewriting.

ACADEMIC QUALIFICATION

Qualification	Board / University	Year
Certificate in IFRS	Association of Chartered Certified Accountants	Perusing
M.COM	Madurai Kamaraj University	2012-2014
B.COM	Mahatma Gandhi University	2007-2010

JOB PROFILE

ASHTEL MOBILES PRIVATE LIMITED – India (*Ashtel Group of Company*)

(January-2019 to January-2022) - **3 Years**

Designation: **Senior Accountant.**

My Duties and Responsibilities: -

- ✓ Handling daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
- ✓ Reviewing, recording, handling petty cash and settle it for all branches.
- ✓ Verify all Inter-Company transaction & reconcile each account monthly basis.
- ✓ Prepare Monthly Debtors & Stock Ageing Reports.
- ✓ Perform month end closing activities such as account reconciliation, revenue recognition, journal entries, expenses recording etc.
- ✓ Confirm transaction are made accurately and entered in the accounting system.
- ✓ Coordinate with finance team to complete assigned accounting tasks within deadlines.
- ✓ Maintain and record fixed assets.
- ✓ Support audit with the needed requirements.
- ✓ Managing month-end / year-end closing.
- ✓ Prepare MIS Reports for management in Cloud.
- ✓ Train and Supervise other accounting staffs.

SPRINGTECH INDUSTRIES LLC – Sharjah (November-2014 to October-2018) – **4 Years**

Designation: **Senior Accountant.**

My Duties and Responsibilities: -

- ✓ Handling day to day Vouchers like Payments, Receipts and Journals entries.
- ✓ Entering GRV for Purchasing of Raw Material.
- ✓ Handling Petty Cash and everyday update in System (Tally ERP 9).
- ✓ Handle full spectrum of financial role e.g. Accounts Receivable, Accounts Payable & General Ledger.
- ✓ Review all supplier invoices for appropriate documentation and approval prior to payment.
- ✓ Preparing the Cheques to suppliers on monthly basis.
- ✓ Maintain copies of vouchers, invoices or correspondence necessary for files.
- ✓ Prepare Monthly Bank Reconciliation and handling Bank Transactions.
- ✓ Scrutinizing the Trial Balance, Profit & Loss a/c and Balance Sheet.
- ✓ Entering Monthly Closing Entries.
- ✓ Preparing Letter of credits (LC) & Export Collection Documents.
- ✓ Verify all Inter-Company transaction & reconcile each account monthly basis.
- ✓ Handling multiple companies accounting transactions.
- ✓ Calculate workers Leave salaries & Gratuities.
- ✓ Prepare Payroll Statements & WPS.
- ✓ Prepare Debtors Monthly Ageing Reports.
- ✓ Preparation of daily Sales flash reports to Management.
- ✓ Prepare MIS Reports for management.
- ✓ Assisting with yearly audit by preparing schedules & supporting documents.
- ✓ Knowledge of UAE VAT Laws.
- ✓ Preparation of Financial Statements.



P.P.K.K & ASSOCIATES, CHARTERED ACCOUNTANTS -India

(May-2011 to September -2014) – **3 Years**

Designation: **Audit Assistant.**

My Duties and Responsibilities: -

- ✓ Internal audit of schools, Hospitals, Hotels and business organizations.
- ✓ Data entry in Tally accounting software of various business organizations.
- ✓ Check all payment & receipt vouchers with invoices & bills.
- ✓ Check & Ensure Appropriate documents for all transactions.
- ✓ Scrutinize ledger accounts & rectify errors.
- ✓ Preparation of Balance Sheets and Profit and Loss a/c's of various concerns.

DECLARATION

I declare that the above particulars filled in by me are correct and true to the best of my knowledge and belief.

MUHAMMED SADATH.