

CURRICULUM VITAE



Sufiyan Shakeel Mukadam

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PROFESSIONAL OBJECTIVE

To serve in a dynamic work atmosphere where team members work hand in hand to accomplish mutual goals and enhance the company's reputation in a manner beneficial for my interpersonal skills and the growth of the company. Being dedicated, self motivated with a desire to work hard. I look forward to work in an organization that will give me a potential for further advancement and growth and to utilize knowledge and experience gained in a challenging position.

EDUCATION

D B J College, Chiplun Ratnagiri. Mumbai University <i>Bachelors of Commerce</i> Second Division	2018
H.S.C. (Commerce) <i>Konkan Board</i> / First Division	2015
S.S.C. <i>Konkan Board</i> / First Division	2013
M.S.C.I.T <i>Maharashtra State Certificate in Information Technology</i>	2013

SKILLS

Technical Skills and Certifications

- Worked on different Microsoft operating systems like Windows XP, 7, and 10 with comprehensive knowledge in MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access).
- Working knowledge of Tally and Inspire Solution accounting software.

WORK EXPERIENCE

Al Qamish National Contracting llc Company, Dubai
Account Assistant

October 2021-December 2021

- Handling all day to day entries and petty cash of the company.
- Accurate recording of all accounting transactions daily along with the careful audit of LPO, purchase & sales bills
- Reconcile accounts payable and prepare salary sheet of the employees.
- Accurate bank reconciliation statements.
- Posting all entries Bank payment, Bank receipt voucher entries, journal voucher entries in accounting inspire solution and tally software.
- Checking all the LPO that it is correct and record in accounting software.
- Arranging payments to suppliers and answering call and e-mail if there is any query.
- Handling all cash disbursements, provide support to account manager in over all accounting works.

Comfort Mattresses Manufacturing Company, Mumbai
Accountant

July 2019 – September 2021

- Efficiently prepare accurate invoices and vouchers for the clients.
- Follow up with the client for outstanding payment and computation of GST, TDS, and payment settlement.
- Working on purchase book and sale book on Tally accounting software with accurate bank reconciliation statement
- Maintenance of account and performing debtors and purchase ledger reconciliation.
- Assisting the finance department & senior accountant staff member with various task, including prepare records and statement
- Entering financial information into appropriate software program. Working with spreadsheets, sales, purchase ledger and journals.
- Completing purchase order, Managing payroll, Managing company ledger.
- Managing all day to day transaction posting daily receipt and payment.
- Reporting on debtors & creditors, handling all daily petty cash.
- Well working knowledge in Tally accounting software, and microsoft offices
- Monitoring daily communication and answering any queries, recording and filling cash transaction.

CA Kalpesh Jain & Associates, Mumbai
Account Assistant

Jan 2019 – June 2019

- Communicate effectively with clients and keep meticulous records for purchase and sales summaries.
- Worked on GST File Returning (Online and Offline) along with accurate GST Calculation Auditing Of GSTR.
- Passing purchase and sales accounting entry in Tally Accounting Software.
- Worked efficiently on excel, created Bank Reconciliation Statement, and performed bank auditing.
- Proficient in day to day entries.

ADDITIONAL SKILLS

- Aptitude to prioritize and coordinate work assignments.

- Ability to think coherently and resolve problems with adaptability to perform well under pressure.

PERSONAL DETAILS

Father's Name: Shakeel Mahmood Mukadam

Date of Birth: 29th May 1997

Place of Birth: Chiplun (Maharashtra)

Sex: Male

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi, Marathi.

Hobbies: Playing Cricket, Music, Traveling, and Interacting with different people.

Current Address: Shaikh Colony, Al Quasis 1, Dubai, UAE

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief.

(Sufiyan Mukadam)