

CURRICULUM VITAE



Dubai UAE



Sayidanwar113@gmail.com



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Personnel Information

Name : SAYID ANWAR
Nationality : INDIAN
Visa Status : VISIT VISA
Post Applying For : **ACCOUNTANT**
Language (fluent) : ARABIC, ENGLISH, HINDI, MALAYALAM, TAMIL



Objective



To obtain a much more challenging position that will greatly adhere to my desire to progress further in my career. Also to grow with an organization that has proven to be an asset for its effective functioning and well known for its highly exceeding achievements and services.

Strengths & Skills



High-level interpersonal communication (written and verbal) abilities
Customer service orientated with a strong commitment to providing quality service
High level awareness of workplace health and safety regulations
Self-initiated team player with a proven ability to work autonomously
Resourceful and adaptable to changing environments and practices

PERSONAL DETEILES

Passport No : T4207238
Gender : Male
Date Of Birth : 15-10-1997
Marital Status : SINGLE

Work Experience



- Worked As A Accountant cum tax assistant with Metro Agencies, Malappuram, Kerala, India. For 02 year (2019 to 2021)
- Worked as a ACCOUNTS TRAINEE with Accounts Academy, Malappuram, Kerala, India.

COMPUTER SKILLS

- MS office
- Excel
- Work sheet
- MS Power Point

EDUCATION



- ❖ Higher Diploma In Manual And Computerised Accouting (Hdmca)
- ❖ B com from Calicut university
- ❖ Secondary living school certificate
- ❖ Higher secondary school certificate

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QUALIFICATION

- ❖ Microsoft Office specialist
- ❖ HDMCA Certificatation
- ❖ Finalization of accounts of Trading, Manufacturing Service Organization
- ❖ Sales Register, Purchase Register, Journal-Register, Debit Note Register, and Credit Note Register, etc...
- ❖ Income and Expenditure Statement

DUTIES AND RESPONSIBILITIES AS A ACCOUNTANT:

- ✚ Preparing monthly and annual accounts
- ✚ Corporate document maintenance
- ✚ Projecting cost calculations
- ✚ Liaising with auditors
- ✚ Processing employee expenses
- ✚ Costing for projects
- ✚ Data gathering
- ✚ Receiving and storing invoices
- ✚ Using digital systems to keep records and create payments
- ✚ Responsible for opening and tracking the accounts of customer
- ✚ Reviewed processing and computation of payroll and remittances.
- ✚ Preparing tax returns and filling of GST
- ✚ Proficient I Tally ERP and time management
- ✚ Predict financial trends.
- ✚ Prepare accounting reports for management and stakeholders.
- ✚ Preparing financial statements of trading companies.
- ✚ Preparing financial statements of Non trading companies
- ✚ Preparing financial statements of Manufacturing companies
- ✚ Preparing financial statements of Public Limited companies
- ✚ Branch transactions and consolidated reports of Branch companies
- ✚ Ratio analysis ,Preparation of accounting registers
- ✚ Bank reconciliation works
- ✚ Preparation of Management Reports (Cash Flow, Fund Flow, Budgets)
- ✚ GST Accounting Procedures ,GST filing procedures

HOBBIES

- Bicycling , Reading, Socializing – Community work, Camping

DECLARATION:

I hereby declare that all the information's furnished above are true and correct to be best of my knowledge and belief