



# SAJAD MATTUMMAL THODI

**Nationality:** Indian

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**Visa:** Visit Visa

## PROFILE

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

## WORK EXPERIENCE

### Accountant

#### National Traders

📅 2019 – 2021 📍 KERALA, INDIA

#### Job Responsibilities

- Entering Purchase & Sales and Bank entries on daily basis.
- Reconciling Accounts receivables and payable.
- Preparing GST files
- Maintaining inventory
- Reconciling banks
- Preparing other reports as and when required
- Maintain accounts receivables customer files
- Preparation of daily collection report to management
- Preparing & posting invoices, Receipts, Petty cash and staff salaries
- Assisting in finalization of accounts
- Entire timely issuance of all receipts
- Prepare and deposit receivables in bank
- Matching supplier invoices to authorizing purchase orders and proof of receipt

## CORE SKILLS

- Cash Handling
- Expert to Handle in payroll
- Expert to bank reconciliations
- Ledger keeping
- Data entry operating

## EDUCATION

### Bachelor of commerce (B.com)

#### Calicut university

📍 INDIA

## LANGUAGES & COMPUTER

English



Hindi



Ms-office



Tally, ERP-9



## STRENGTHS

# Working under pressure   # Managing   # Teamwork   # Accuracy  
# Communication