

SAHADAD.M

ACCOUNTANT

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Baniyas Square, Dubai, UAE

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PROFILE

Forward-thinking, results-focused, and insightful Finance professional with experience in all facets of Financial Reporting, Management, analysis while ensuring the upkeep of internal databases, and general ledger supervision. Collaborative communicator able to develop working relationships with senior management team and colleagues. Analytical minded with a strong grip on evaluating financial statistics.

HIGHLIGHTS OF EXPERTISE

- Cashflow and Financial Management
- AP & AR Management
- Tax Management
- Budgeting & Forecasting
- GL Management
- Industry Networking & Collaboration

CAREER EXPERIENCE

NATIONAL ATLAS ENTERPRISES

JALAN BANI BU, OMAN (12-06-2019 to 30-06-2021)

- ◆ Manage the overall accounting and bookkeeping for the organization including accounts payable and receivable, inventory and capital assets, banking, and payroll functions
- ◆ Provide monthly financial reporting and analysis of financial statements, including statement of activities, fund balance, and sources/uses of funds to investor and Managing directors.
- ◆ Provide administrative assistance, including oversight of facility vendors and contracts, and establishing and managing vendor accounts and relationships
- ◆ Make important policy, planning, and strategy decisions.
- ◆ Develop, implement, and review operational policies and procedures.
- ◆ Monitor internal HR systems and ensure compliance.
- ◆ Ensure a smooth logistics operation from various countries.

REAL TRADES

DECEMBER 2018 – MAY 2019 | KERALA, INDIA

Accountant

- ◆ Collaborate with senior management and maintain open lines of communication regarding daily operations to ensure all necessary records has been submitted appropriately.
- ◆ Coordinating with Banks to arrange LOC, Financial Bonds and various Instruments for Projects and Tender.
- ◆ Assist Finance Manager and Accounts Manager with Accounts Related Tasks
- ◆ Classifying all the expenses properly and posting on regular basis.
- ◆ Preparing and posting of all Transaction of Accruals and Pre-Payments.

TECHNICAL PROFICIENCIES

- Microsoft Office Suite and Dynamics
- SAP (Systems Application and Products in data processing) Business One, FICO
- TALLY ERP 9
- TRADEASY
- MS EXCEL
- MS WORD
- MS POWERPOINT

EDUCATION & CREDENTIALS

2019	BACHELOR OF COMMERCE (B.COM) (2016-2019) KANNUR UNIVERSITY
2016	12TH (STATE BOARD) (2014-2016) , Board of Higher Secondary Examination,Kerala

OTHER INFORMATIONS

Nationality	Indian
Gender	Male
Languages	English, Hindi, Malayalam