#### **RESUME**



**SAIFUDHEEN**

 E-mail :- **saifudheen.342066@2freemail.com**

 C/o-Contact No **: +971504973598**

 **Current location:dubai**

#### **Objective**

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

#### **Abilities and Area of Strength**

* Ability to work efficiently and effectively in a confidential work environment.
* Ability to rapidly acquire knowledge and train, review the works of others
* Ability to combine strong business acumen with effective management skills.
* Experience in managing large quantities of data.
* Experience of **Tally ERP, inventory wiz,Peachtree, Quick Book, and Ms Office.**

#### **Professional Experience**

**I have 2 years and 6 month of experience in Accounts & Finance**

1. **Tania Water CO, Al Hail-3,Saudi Arabia.**

**ACCOUNTANT- 01th may 2016 to 31th jan 2017(9 month)**

**Tania Water CO, Al Hail-3,Saudi Arabia, producing and supplying of drinking water whole sale and retail across the country.**

Duties and responsibilities:-

* Preparation of final accounts - Profit & Loss A/c, Balance Sheet.
* Preparing of Payment voucher, receipt vouchers, journal vouchers etc.
* Preparing Bank Reconciliation Statements.
* Reconciling physical stock figure with book figure and locating the difference and taking corrective action.
* Preparation of Receivable and payment Statement and follow up with the customers based on Ageing Analysis.
* Arranging payment for the suppliers and contractors.
* Arranging the petty cash for the managers and properly account the petty cash expenses.
* Preparation of Payable Statement and releasing the payment with respect to the credit period availed from them.
* Carrying out inter firm and sister concern reconciliation balance under the same group.
* Preparation of monthly profitability report for managerial decision making.
* Preparing payroll and transferring salary though WPS.
* Preparation of quotation and LPO.
1. **Sharon Solution Ltd.**

**Asisstant Manager in Accounts :01-april-2014 to 30-dec-2015 (1 year and 9 month)**

Duties and responsibilities:-

* Practice in both manual and computerized accounting.
* Accounting activities up to finalization of accounts. .
* Maintenance of various accounting registers for Purchases and Sales.
* Computerization of accounts using Tally 9.
* Preparation of bank reconciliation statements.

#### **Educational Qualifications**

* **M. Com with Business Finance** from Pondicherry Central University with 79% mark (2013-2015).
* **UGC National Eligibilitity Test(NET) in Commerce (dec-2014)**
* **B.Com with Computer Application** from Calicut University with 82% Marks (2010-2013).
* **HSE in Commerce** from MEMUNDA H.S,S.Memunda, Govt. of Kerala with 82% marks (2008-2010).

#### **Additional Qualification**

* **Certified accountant professional** completed from NCVT,Govt ofKerala
* Specilised in **Ms Office** - Microsoft Excel Global Certificate Holder (2012).
* Specilised in **Tally ERP 9.0** – Tally Academy Certificate Holder (2008).
* **Post Graduate Diploma In Computer Application(PGDCA-2013)** From central university of pondichery.
* Post graduate diploma in industrial psychology(PGDIP-2014) From central university of pondichery.
* Knowledge in **Peachtree, Inventory Wiz, QUICK BOOK** Accounting Software
* Knowledge in computer fundamentals, Windows XP, Windows 7, Linux.

#### **Intership and project**

* Completed two month Internship in **ULCCS Ltd** in Calicut.
* Completed project report on ‘**Analysis Of financial performance of ULCCS Ltd,**

**Languages Known**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Language** | **Read** | **Write** | **Speak** |
| 1 | English | Yes | Yes | Yes |
| 2 | Malayalam | Yes | Yes | Yes |
| 3 | Arabic | Yes | Yes | yes |
| 4 | Hindi | Yes | Yes | yes |

#### **Personal Details**

* Date of Birth : 09/01/1993
* Gender : Male
* Age :23
* Marital Status : Single
* Nationality : Indian

**Passport Details:**

 Date of Issue :05-08-2013

 Date of Expiry :04-08-2023

 Place of Issue :Kozhikode

#### **Declaration**

I hereby solemnly declare that information given above is true to the best of my knowledge and belief. I also understand that any discrepancy found in the above information will render me liable for cancellation of my candidature.