

### SADAM

### SADAM.352040@2freemail.com

Dear Sir / Madam,

Let me introduce myself an accountant cum audit associate with three and a half years of experience.

Today, an accountant cum audit associate, I am a good team coordinator and efficient in accounting, prepared financial reports (Trial balance, Profit & Loss a/c and Balance Sheet) and other admin works relate (Income tax / VAT) filings.

Please refer to my enclosed Curriculum Vitae to align my skills, experience and qualifications as per your requirements and I am sure that I would be a significant contributor to your organizational growth.

I would be happy to meet you at a time of your convenience to discuss this proposal further. Please feel free to contact me for clarifications whatsoever.



**To work in excellent working environment to build my carrier and contribute towards Organizations growth**

**Areas of Expertise include:**

- Accounting - Auditing - Tally ERP 9.0

- Accounts Payable - Accounts Receivable - Preparation of Financials Reports

***ACADEMIA:***

2010 - 2013 - B.COM : Bachelor of Commerce - C. Abdul Hakeem College - Thiruvalluvar University, India

2008 - 2008 - DCA : Diploma in Computer Application - CCI Institute of Technology, India.

2013 - 2013 - Tally : Accounting Application Tally Academy, India.

2013 - 2014 - Type writing : Directorate of Government Technical Education Examinations.

***TECHNICAL SKILLS***

* Worked on Tally Accounting Software
* Proficient with Microsoft software, including Ms.-Word, Ms.-Excel, Ms.-PowerPoint, Ms.-Access
* Having knowledge in ERP (Payable Module)

***THE CAREER SCAN***

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| ***D.P. PILLAI & CO., (Auditing Firm) - India******Accountant cum Audit Associate, From July ‘2013 To Dec ‘2016 (3 ½ Years)­*** |
| ***Accounting***  | * Handling different trading (retail & whole) trading accounts
* Bookkeeping the records of financial transactions
* Reconciling banks and suppliers and customers ledgers
* Maintaining files, documents and registers efficiently
* Working with MS office applications and tally accounting software
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| ***Auditing*** | * Prepared trading, profit & loss accounts and balance sheet
* Prepared income and expenditure accounts
* Submitting clients’ income statement thru e-filing
* Verified vouchers, day book, bank accounts, inventory registers and other ledgers
* Prepared vouching report and resolving vouching issues with help of auditor
* Prepared income and expenditures for institutions
* Prepared audit reports to their management
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| ***BA Electronics (Retail Trader) - India******Accountant (Part Time work), From June ‘2015 To Dec ‘2016 (1 ½ Years)*** |
| ***Accounts Payable*** | * Booking trade, OPEX, CAPEX invoices in tally software
* Preparing cheques to suppliers
* Reconciliation of creditors ledgers
* Maintaining payment vouchers, suppliers’ invoices
* Handled petty cash
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| ***Accounts Receivable*** | * Booking invoices to customers in tally software
* Raising credit notes to customers
* Preparing debtors ageing report
* Follow up on dues within credit period
* Reconciliation of debtors ledgers
* Maintaining sales records
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| ***General Ledgers*** | * Preparing monthly purchase and sales report for vat payment
* Reconciliation of bank a/c, loan a/s, deposits a/c
* Preparing financial report [trail balance, profit & loss and balance sheet]
* Finalizing accounts with auditor
* Maintaining admin related documents
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***PERSONAL PROFILE***

Date of birth **:** 30th March, 1991 (25 yr.’s)

Religion **:** Islam

Gender **:** Male

Nationality **:** Indian

Marital status **:** Unmarried

Language proficiency **:** English, Hindi, Urdu, Tamil & Beginner in Arabic

***DECALARATION***

I hereby declare that the facts mentions above are true to the best of my knowledge information and behalf.