**RESUME – ACCOUNTANT**

**SABIK**

Email: [sabik.374284@2freemail.com](mailto:sabik.374284@2freemail.com)

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Looking**CareerObjective**forachallenging position to enhance my proficiency and have a dynamic interaction within the Accounting & Financing field where my technical skills can be further improved and applied. And to be a part excellent team those provide me with platform for professional development with a focus on learning and ability.

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| --- | --- | --- | --- | --- |
|  | **Academic Qualification:** | | |  |
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|  |  |
|  | • | **Graduation in Bachelor of Commerce (B. Com) -** Calicut University, Kerala, India 2013 | |  |
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|  | **Technical Qualification:** | | |  |
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|  | •• | Advanced knowledge | of Accounting package Tally ERP 9. |  |
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|  | • | Data entry (28 wpm). | |  |
|  |  |
|  | • | Having good experience in Window OS (XP, Vista, Windows 7, 8). | |  |
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|  |  |
|  | • | Having good experience in MS Office. | |  |

Web Browsing.

**Work Experience 4 years** (**India):**

*1.* ***September-2013 to October-2017***

Working as an **Accountant & Manager** with the following sister concerns:

1. **TIROS TRADERS (Water Tank Manufacturing Company), Pattambi, Kerala, India**
2. **COSMO ASSOCIATES (Distributer of Water Tank), Pattambi, Kerala (From 1stJanuary 2014 onwards)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Professional Skills**: | |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Excellent organization skill, adaptable & flexible approach, quick in learning, new |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | concepts & adaptable to new needs and changing team player. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Efficient in handling administrative daily routine office jobs. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Ability to handles changing priorities efficient teams and firm, Work well independently |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | and as part of a team. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Fully committed to the employer for a long term relationship. |  |  |  |  |  |
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|  |  |  |  | **Additional Qualities:** | | |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | •• | Experienced in routine Office Administration. | | | | | |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Friendly, pleasing mannered & polite. | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Duties & Responsibilities:** | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | •• | Handling and maintaining Accounts. | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Preparation of Year ending schedules and accounts for audit and monthly presenting for | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Income Tax. | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | All kinds of Bank Transactions and ensuring timely deposit of cash in Bank. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | • | Maintaining Purchase & Sales including Stock Register manually and also systematic. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | • | Collection receipts, preparing and handling cash and petty cash vouchers. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Keeping Daily cash statements, Collection statements. Bank deposits and Deposits | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | vouchers. | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Monitor cash sale and petty cash book. | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Checking the product quality and assuring the goods for sale. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | • | Review / prepare bank reconciliation. | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Analysis of bills, Bills of materials, valuation of goods and materials. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | • | Ensuring physical stock with system stock. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | • | Preparation of monthly salary statement for employees and Salary payments. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Preparation of Monthly incentive for marketing executives and Taking orders from | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | them. | |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Preparation of Monthly reports for management, Including Outstanding Debtors, | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Creditors, and Inventory. | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | • | Reconciliation of Sundry Creditor’s Closing Balance in Every Months. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | • | Keeping up to date record of all financial transaction. | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Collecting cash from sundry debtors in every week and Good Relationship with | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | customers directly and through phone calls. | | | | | |  |  |  |  |
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|  |  |  |  | **Personal Details**: | | |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Visa status | |  | : |  | Visit Visa | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | Date of birth | | | : |  | 21.04.1993 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | Nationality | | | : |  | Indian | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Marital Status | | | : |  | Single | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Religion | | | : |  | Islam | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Sex |  |  | : |  | Male | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Languages known | | | : |  | English, Hindi, Malayalam and Tamil | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Passport No | | | : |  | L2973813, Date of Expiry 18.07.2023 | |  |  |  |  |
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**Declaration:**

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

**SABIK**

