SAKARIYA

### ACCOUNTANT

Sakariya-392546@2freemail.com

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

# Contact Information

Skills

* SAP Accounting
* Tally ERP9
* Excel
* Peachtree
* QuickBooks
* Payrolls
* Microsoft Ofﬁce

# Languages

* English
* Arabic
* Hindi

Malayalam

## Experience

**MUHAMMADIYYA SUPERMARKET**

AL **Kunfudha Saudi Arabia** March 2018 to

May 2019

**CELLKING ASSOCIATES**

Kerala-India September-2015 to February 2018

### Accountant

* Keeping accounts of supplies and Customers account

* Accounting activities up to ﬁnalization of accounts.
* Preparation of Credit Note, Debit Note, Stock, Postdated Cheque (PDC) etc.
* Computerization of accounts using Tally9.
* Developed experience of Excel Spreadsheet and M.S Word.
* Handle all the other responsibilities related to the job.
* Preparation of bank reconciliation statements.
* Documents ﬁnancial transactions by entering account information.
* Preparation of Stock Summary.

### Accountant

* Accounting activities up to ﬁnalization of accounts.
* Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC)etc.
* Maintenance of various accounting registers for Purchases

and sales

* Preparation of Salary for all employees of the company. (payroll)
* Preparation of Income & Expenditure Statements for different types of business.
* Preparation of bank reconciliation statements.
* Preparation of Stock Summary.

# Personal Details


### Indian Male Single

Date of birth:19/08/1994

Current location: Dubai

Visa status: visiting visa

**Educational profile**

* **PG DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING(PGDIFA)**

IPA PERINTHALMANNA KERALA INDIA

May 2016

* **MASTER OF COMMERCE**

BHARATHIAR UNIVERSITY COIMBATORE

Tamilnadu, India May 2017

## BACHELOR OF COMMERCE

ST, MARYS COLLEGE PUTHANANGADI UNIVERSITY OF CALICUT

Kerala India May 2015

## HIGHER SECONDARY EXAMINATION

BOARD OF HIGHER SECONDARY EXAMINATION GVT OF KERALA, INDIA(May 2012)

## SECONDARY SCHOOL LEAVING CERTIFICATE

Dept. of General Education-Gvt. Of Kerala, India