

SAJID ASHARAF ACCOUNTANT



CONTACT

📍 Gharafa street
Doha
Qatar

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PERSONAL DETAILS

Marital Status : Single

Nationality : Indian

Passport : U9891376

SKILLS

Communication Skill

Problem Solving

Team Work

Time Management

Adaptability

Accounts Payable/Receivable

Reprting/ Documentation

Payroll processing

LANGUAGES

English

Hindi

Malayalam

Tamil

OBJECTIVE

Detail- oriented Accountant with 4 years of expertise in accounts. Proficient in utilizing accounting software for accurate data handling and skilled in tax compliance. Strong communicator with a track record of collaborating across teams to drive financial success.

EXPERIENCE

LULU GROUP OF INTERNATIONAL

07-02-2022 - Present

POSITION: ACCOUNTANT

Brief:

Lulu Group Of International is an Multinational company that operates a chain hypermarkets and retail companies around the world.

Duties & Responsibilities

1. Managing accounts payable and accounts receivable.
2. Reconciliation of vendor accounts and preparation payment as per agreement.
3. Recording all financial transaction that occur in the company , including purchase , sales, receipt, payment.
4. Accurately processing documentation includes Quotation, LPO, Delivery note, Debit note, Credit note, Invoices etc.
5. Perform bank reconciliations, reconcile bank statement with company records, and maintain accurate cash books.
6. Oversee the payables and receivable process, ensuring accurate recording and timely payment or collection.

NITHAN AGENCIES

01-11-2020 - 01-02-2022

POSITION: ACCOUNTANT

Brief:

Nithan Agencies is the leading distribution company of various engine oils and lubricants such as GULF, MOTUL, GOOD YEAR, VEEDOL, IDEMITSU and VALVOLINE at various district in kerala.

Duties & Responsibilities

1. To maintain full systematic record of business transaction.
2. To maintain sales journal, account receivable, cash disbursement and payroll.
3. To handling day to day petty cash and bank transaction.
4. To preparing outstanding list of debtors and making payments follow up.
5. To responsibility for monthly closings.
6. To Dealing with customer queries and complaints.
7. To provide accounting information to interested parties.

INTERESTS

Accounting

Banking

Finance

Auditing

Organizational management

ACHIEVEMENTS & AWARDS

Best employee of the month

NITHANISH HOTELS & HOLIDAYS INDIA [P] LTD

03-09-2018 - 31-10-2020

POSITION: ACCOUNTANT

Brief:

Nithanish Hotels and Holidays India (P) LTD is the leading travel and tourism company.

Duties & Responsibilities

- 1.To managed budget and allocate fund properly.
- 2.To ascertain profit and loss of the business.
3. To provide advice about visa and passport.
- 4.To checking and accounting all expense bills.
- 5.Salary statement preparation.
- 6.Sorting various purchase bills.

EDUCATION

University Of Kerala

2018

Master Of Commerce

72%

University Of Kerala

2016

Bachelor Of Commerce

80%

Government Of Kerala

2013

Higher Secondary Education

79%

ADDITIONAL INFORMATION

- 1.well versed with ms office,excel and word.
- 2.Knowledge in accounting softwares- Tally erp9 and prime,SAP, Busy, Peachtree,Quickbooks and Sifi.

DECLARATION

I here by declare that all above furnished details are true to my best of knowledge and belief.

SAJID ASHARAF