

CURRICULUM VITAE

JAFAR SADIQ

Accountant

Cell: +97-154-595-6933

Visa Status: Employment Visa

Experience in Accounts, Finance & Audit: **7 Years**

Email: jafarsadiqk43@gmail.com

Nationality: Indian



Career Objectives

Develop a profile which enhances my skills & contribute in the financial, operational, strategical & corporate governance development of the organization. I always remain enthusiastic and ensure continuous professional performance and personal development through continuous learning.

Domains Of Interest

- Accounts
- Finance
- Audit (External / Internal)

Summary of Skills

1. 3 Years UAE experience as an Assistant Accountant (**The Office of H.H Sheikh Mohammed Bin Rashid Al Maktoum for Purchase & Supply**)
2. Having Excellent work experience in Accounts of **Manufacturing, Trading & Service Companies**
3. VAT Calculation and return filling for FTA
4. Ability to Handle multi-task and work under pressure.
5. Internal auditing and preparation of audit report
6. Inventory Management

Professional Experience

Assistant Accountant

The Office of H.H Sheikh Mohammed Bin Rashid Al Maktoum for Purchase & Supply

Jan 2019 – Present

Responsibilities:

- Bookkeeping using MS Dynamics 365 Software.
- Handling Petty Cash Day to day Operations.
- Ensure the accuracy of information contained in financial records.

- Handling fixed asset records and performing depreciation calculations
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables and purchase orders.

Accountant

Addprint (India) Enterprises PVT.LTD

A Company Leading Manufacturer and Exporter Self Ink Stamps

Nov 2014 – Mar 2017

Responsibilities:

- Bookkeeping using Tally ERP Software.
- Ensure the accuracy of information contained in financial records.
- Reconcile Bank statements on monthly basis and resolve the differences on timely manner.
- Reconciliation of all sub ledgers and general ledgers on regular basis.
- Handling fixed asset records and performing depreciation calculations
- Preparation of financial statements and reports according to management requirements
- Input Vat and Output Vat Calculations.
- Monthly Reconciliation of Raw Material, Store and Finished Goods
- Preparations of Financial Statements Such as P&L and BS.
- Generating and communicating monthly cost reports to departmental heads, resolving queries and making adjustments if any.
- Ensuring all transactions as per internal policies, procedures and business ethics.

Accountant & Audit Executive

K.Sasidharan FCA, Chartered Accountant Firm,

Jun 2013 – May 2014

Responsibilities:

- Reconciliation of All Accounts
- Preparation of Journal and Ledgers
- Preparation of Financial Statements Such as Profit and Loss Account Balance Sheet
- Preparation of Cash flow Statement and Project Report (DSCR ratio)
- Internal Audit of Manufacturing Concerns
- Statutory Audits of Hotel Business Concerns
- Maintain Payroll System
- Statutory Audits of **State Bank of India, Syndicate Bank, co-operative Banks**
- Vouching of Accounting Entries
- Examination & Verification of Books of Accounts, Bank Reconciliation

- Reporting of Errors & Frauds
- Internal Auditing and Preparation of Audit Report.
- Calculation of Taxes

Software Training

- Dynamics 365
- Tally ERP 9
- MS Excel
- MS Word
- MS PowerPoint

Academic Qualification

- **M.B.A** (Master of Business Administration) University of Bharathiar, India (Doing)
- **B.B.A** (Bachelor of Business Administration) University of Calicut, India in the year 2013

Languages

	Speak	Read	Write
English	Good	Good	Good
Hindi	Good	Good	Good