



SIYAD.K

OPTIMISTIC AND
ENTHUSIASTIC LEARNER

MAIN OBJECTIVE

Looking for an organisation where I can enhance my knowledge and from my academic learning give my best to the organisation.

PERSONAL PROFILE

- AGE | DOB : 07/04/1996
- NATIONALITY : INDIA
- PASSPORT NO : T8873328

CONTACT DETAILS

Phone : +971 522572540

Email ID : siyadtrithala@gmail.com

Address : Al,Nakheel,Deira,Dubai-25570

Location : Dubai,United Arab Emirates

WORK EXPERIENCE

SIDHIK & ASSOCIATES Chartered Accountants

Assistant Accountant Sep 2019 - Aug 2021

- Bookkeeping.
- Tax returns filing.
- Preparation financial documents such as invoices, bills and accounts payables & receivables.
- Assisting the financial document & senior accounting staff members.
- Preparing bank reconciliation statements.
- Handling communications with clients via phone and In-person.
- Analyzing various accounts of clients and recording and summarizing the account details in the ledger within the accounting software tool.

ACADEMIC HISTORY

Master's degree

MBA

from East point Group Of Institutions.
(Bangalore University)
(Specialized in Finance and HR) 2017-2019

Projects

- A Study On Performance Appraisal System And ITS Effectiveness At Edappal Hospital Pvt .Ltd.
- A Study On Employee Morale And Work Satisfaction Of Employees With Special Reference To Nellara Food industries.

Bachelor's degree

B.com

from Aspire College of Advanced Studies,
(Calicut University) 2014- 2017

XII Higher secondary

ISS Higher secondary school, Kerala 2014

HARD SKILLS

- Financial statements
- Journal entries
- payroll
- GAAP
- Reconciliation
- General ledger
- Balance sheet
- Financial reporting
- Vat calculation

LANGUAGES PROFICIENCY

- English
- Hindi
- Malayalam
- Tamil

VISIT VISA STATUS

Expiry Date: 27/3/2022

SKILLS

- Thorough working knowledge in computer environment.
- MS Office Packages - Microsoft Excel, Word & PowerPoint.
- Tally ERP 9
- Certification in Digital Marketing conducted at East Point.
- Excellent communication skill.

MAIN INTERESTS

- Travelling
- Camping
- Football
- Photography

Signature: