



Sajidulla Makandar

Accountant

I am an experienced accountant with 3 years of experience in the field. I have a strong knowledge of accounting principles and practices, as well as proficiency in using Microsoft Excel and Word. Additionally, I am skilled in using popular accounting software like Tally, ERP, and Busy to manage transactions. financial transaction

Contact

Phone

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Email

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Address

Dubai

Education

2014-2017

Baxhelor's of commerce

Goa university

Expertise

- Proficiency in Microsoft Excel and Word
- Experience with accounting software such as Tally, ERP, and Busy
- Attention to detail and accuracy in financial record-keeping
- Strong organizational and time-management skills

Language

English

Hindi

Experience

Feb 2021- May 2023

Coconut Grove The Exotic Beach Resort

Accountant

- Prepare and analyze financial statements
- (income statements, balance sheets, cash flow statement)
- Collaborate on budgeting and financial forecasting,
- Manage accounts payable and receivable processes. Administer payroll and ensure compliance with labor laws.
- Monitor and control expenses to identify cost saving opportunities.
- Establish and maintain internal controls to prevent fraud and ensure compliance.

July 2020- Jan 2021

Maruti Suzuki Car Dealer Sai Service

Accountant

- Manages the day-to-day financial activities of the showroom, such as financing options for customers,
- coordinating with banks or lenders, and ensuring compliance with financial regulations.
- Keeping records of daily cash flow and bookings
- Billing and keeping records of sales

Feb 2019-June 2020

JKP Associates chartered Accountant

Accountant

- Verify day-to-day vendor payments. Maintain daily records using Microsoft Excel, Word, and PowerPoint.
- Prepare tax invoices and send emails to clients. Prepare daily expense vouchers and make payments of various bills.
- Audit housing societies, cooperatives, trusts, and companies. Prepare challans and manage accounts payable and receivable with clients
- Check payment amounts and records for accuracy and manage petty cash transactions

Sep 2017- Dec 2018

cholamandalam and investment and finance company limited

Finance Executive

- Attending Incoming Inquires/Leads Towards Closure
- Converting Leads
- Maintaining Strong Relationships with Dealers, Clients. Coordinating With All the Dealers Ensuring All the Commitments Are Delivered.