

# SAYEEL HAROON PARKAR

## Accountant

Email: [saeelak80@gmail.com](mailto:saeelak80@gmail.com)

Mobile: +971 543697869



## Career Objective

To join a highly reputed Organization to enhance & improve my skills, abilities, and knowledge.

## Education Qualification

- ★ **B.COM (Bachelor of Commerce) - 2020**  
From [Mumbai University] Passed with 87%
- ★ **HSC – 2017 (Higher secondary school)**  
From [Maharashtra Board] Passed with 70%
- ★ **SSC – 2015 (Secondary school certificate)**  
From [Maharashtra Board] Passed with 77%

## Computer Courses

### Successfully completed Courses:

Tally ERP 9, Tally prime.

Advance Excel

Quick Books, Xero (Accounting software)

Microsoft office.

## Experience

### VAIBHAV PARSMAL JAIN (CA FIRM) PVT LTD.

Designation : Junior Accountant

Duration : 01 Jan 2021 TO 14 April 2021

#### Responsibilities:

- Handled petty cash book transactions.
- Preparing bills of vendors.
- Posting Journal Entries in the books of Accounts.
- Enter financial data into accounting software.
- Ensure collection of amounts owing by Cash, Visa & enter financial data base.
- Carrying out monthly bank reconciliations.

### ANUBHAV COMPUTER INSTITUTE PVT LTD.

Designation : Faculty

Duration : 23 Mar 2022 TO 26 August 2022

#### Responsibilities:

- Teaching Microsoft office & Advance Excel , Tally

## **CORIENT BUSINESS SOLUTIONS PRIVATE LIMITED**

**Designation : Analyst - Finance & Accounts.**

**Duration : 30 Aug 2022 TO 21 June 2023**

### **Responsibilities:**

- Handled petty cash book transactions.
- Processing Purchase, Sales Invoices in UK based Software like Dext, Xero, AutoEntry, Hubdoc and QuickBooks.
- Preparing bills of vendors.
- Posting Journal Entries in the books of Accounts.
- Enter financial data into accounting software.
- Ensure collection of amounts owing by Cash, Visa & enter financial data base.
- Carrying out monthly bank reconciliations.
- Prepare Cheque and entry in tally and maintain record.

### **Skill's**

- Highly independent and self-motivated.
- I have ability to learn quickly, having very good self-studying, and research and experimentation skills.
- Ability to meet very tight deadlines.
- Able to work under pressure without being over-stressed.
- Good team player, with ability to interact with people from different backgrounds, works together and share knowledge.

### **Personal Profile**

❖ <b>Gender</b>	❖ Male
❖ <b>Nationality</b>	❖ Indian
❖ <b>Religion</b>	❖ Muslim
❖ <b>Marital Status</b>	❖ Single
❖ <b>Passport no</b>	❖ S0149478
❖ <b>Visa Status</b>	❖ Visit Visa
❖ <b>Languages Known</b>	❖ English, Hindi, Urdu.

### **Declaration**

I hereby confirm that above information furnished is correct to the best of my knowledge and belief.

**SAYEEL HAROON PARKAR**