

MUHAMMED SADATH E.H

ACCOUNTANT



Abu Dhabi, UAE



+971 508859751



hydersadath95@gmail.com



EDUCATION

BCOM, COMPUTER APPLICATION

Kmea College Of Arts & Science
/ Kochi, India/ 2017

SECONDARY EDUCATION: COMMERCE

Ja-math Higher Secondary
School / Kochi, India/ 2014

LINKS

LinkedIn:

<https://www.linkedin.com/in/hyder-sadath-070668209>

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail

WORK EXPERIENCE

SMART FEDERAL TAX CONSULTANCY

Oct 2021-Present
Abu Dhabi, UAE

TAX ACCOUNTANT

- Preparing tax audit documents.
- Tax report preparation, VAT filing, VAT payments, refunds and voluntary Disclosure (201, 211, 311 etc).
- Tax health check.
- VAT registration, Amendments and de registration.
- Submitting of VAT reconsideration form.
- Preparing journal entries and complete general ledger operations and scrutinizing.
- Reconciliation of Bank and customers accounts.
- Compile and analyze financial information to prepare asset, liability and capital accounts.
- Substantiate financial transactions by auditing documents.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statements and other reports.

SKILLS

Leadership

Creativity

Problem-solving

LANGUAGES

English

Malayalam

Hindi

DRIVING LICENSE

Driving license category
UAE License No: 2807240

PERSONAL
DETAILS

Date of birth: 30/10/1995

Nationality: Indian

Marital status: Single

RELIANCE RETAILS
LTD

Sep 2020-Aug 2021
Kochi, India

SMART FEDERAL
TAX CONSULTANCY

Jul 2019-Jul 2020
Kochi, India

- Meeting clients for collecting data.

LOSS PREVENTION CUSTOMER SERVICE
ASSOCIATE

- Managed high-volume customer queries simultaneously through effective multitasking.
- Employed active listening and product expertise to successfully resolve inbound queries.
- Offered detailed advice on product an service benefits.
- Followed up on unresolved customer issues to research and correct problems.

JUNIOR ACCOUNTANT

- Organised and carried out month-end, quarterly and year-end processes.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Assisted with developing and ongoing control of costing and pricing systems for business goods.

HOBBIES

- Traveling
- Music
- Reading
- Sports