



**Muhammad Abdul Sathar**  
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To get challenging position in the field of Accounting / Marketing and become a part of an organization, that provides a high quality of work file through new opportunities and to serve organization to the best of my knowledge, expertise and experience.

## **PROFESSIONAL EXPERIENCE:**

### **ACCOUNTING EXECUTIVE**

**IMPERIO HOSPITALITY PRIVATE LTD**  
**BANGALORE INDIA 2020-2023**

### **COUNTER STAFF WITH CASHIER**

**EASY BITES BANGALORE, INDIA 2019-2020**

### **JUNIOR ACCOUNTING EXECUTIVE**

**FORMS INDIA CORPORATION PRVT LTD, INDIA 2018 –2019**

## **KEY ROLES:**

- Seasoned accounts executive adept at managing financial records, overseeing accounts payable and receivable.
- Skilled in utilizing accounting software and spreadsheets to streamline process and enhance accuracy in financial report.
- Proficient cashier with a strong track record of accurately processing transactions, handling cash and providing exceptional customer service.
- Experienced in reconciling cash registers, preparing daily deposits, and maintaining meticulous records to facilitate smooth financial operations.
- Proven ability to collaborate effectively with cross functional teams, communicate financial information clearly and contribute to strategic decision-making processes.
- Versatile junior accounts professional hands-on experience in assisting with invoice processing to support organizational financial objectives.
- Committed to continuous improvement and staying abreast of industry trends and best practices in accounting and finance.

## **EDUCATIONAL QUALIFICATION:**

- BBM (BUSINESS MANAGEMENT & ACCOUNTING)  
From University of Mangalore, India (2018)
- Bachelor of Commerce  
From Mangalore university, India (2015)

## **PROJECTS ON:**

Department: Human resources & marketing  
Assignment Profile: Management trainee  
Duration: 2 months

## **TECHNICAL SKILLS:**

- Well versed with MS Office, Excel & Data entry, Accounting Tally Erp9

## **ACHIEVEMENTS & STRENGTHS:**

- Cricket Team member of College Team and has represented intercollegiate competition.
- Accounting and administrative
- Confident & Optimistic by nature.
- Good team player.
- Reliable, Flexible & eager to learn.

## **PERSONAL DETAILS:**

<b>Visa status</b>	: Visit visa
<b>Date of Birth</b>	: 02-10-1997
<b>Permanent Address</b>	: al majaz 3, Sharjah, UAE
<b>Nationality</b>	: Indian
<b>Marital Status</b>	: Single
<b>Languages Known</b>	: English, Hindi and Malayalam

## **REFERENCE:**

- Available upon request