



# SULFIKKAR V

## Contact

### Phone

+971543876380

### Email

sulfikkarmuhammed25@gmail.com

### LinkedIn

<https://www.linkedin.com/in/sulfikkar-v>

### Address

Deira, Dubai, Uae

## Education

2019-2022

Bachelor Of Commerce (Bcom)  
Computer Application

UNIVERSITY OF CALICUT

## Hard Skills

- Tally
- Payroll
- Microsoft Excel
- Microsoft Word
- QuickBooks
- SAP Finance & Controlling
- SAP Business One
- SAP Material Management
- Peachtree

## Career Summary

Dedicated assistant accountant with over a year of hands-on experience proficiently managing and updating financial transactions using Tally software. Skilled in accounts payable/receivable, payroll processing, Document management, Cash handling, and generating comprehensive financial reports. Adept at ensuring accuracy and compliance within financial operations.

## Experience

2022-2023

School Of Corporate Accounts, Ernakulam, Kerala, India

Assistant Accountant

### Key Responsibilities

- Tally Operation: Proficiently utilized Tally software to manage and update financial records, maintaining ledger entries, and generating reports as needed.
- Assistance in Auditing: Assisted in preparing documentation and providing necessary data for internal or external audits, ensuring all financial records are audit-ready.
- Bookkeeping: Maintain accurate financial records by recording daily transactions, including expenses and revenue.
- Accounts Payable and Receivable: Handle invoicing, track payments, and manage accounts payable to ensure timely payments.
- Financial Reporting: preparing financial statements, including balance sheets, income statements, and cash flow statements.
- Bank Reconciliation: Reconcile bank statements with company accounts to identify discrepancies and ensure accuracy.
- Communicate effectively with Head Office, Admin Office, and various departments as needed.
- Payroll Processing: Handling payroll activities, including calculation of salaries, record keeping and time and attendance tracking.

## Personal Details

- Date of Birth : 22/10/2001
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Visa Status : Visit Visa
- Passport Number : W1903474

## Language

- English
- Malayalam
- Tamil

## Soft Skills

- Communication
- Attention To Detail
- Problem Solving
- Analytical Skills
- Organizational Skills
- Customer Service Skill
- Adaptability
- Handling pressure

## Training & Certifications

- Advanced Diploma In Corporate Accounts Management With SAP - SCA, Kochi
- SAP Material Management (MM) - SCA, Kochi
- SAP Finance & Controlling (FICO) - SCA, Kochi
- Certificate In Accounts And Office Management - SCA, Kochi

## References:

- Available upon request.

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I am also confident that I will perform my duties and responsibilities to your satisfaction and to the growth of the organization.

**Sulfikkar v**