

# MUHAMMAD ABDUL SATHAR

## JUNIOR ACCOUNTANT

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### CONTACT

Mobile: +971 50 405 7634  
Email: [abdulsathar3346@gmail.com](mailto:abdulsathar3346@gmail.com)  
Address: Al Majaz 3, Sharjah

### EDUCATION

#### BBM

Business Management and Accounting, 2018, Mangalore University, INDIA

### PROFESSION

Accountant

### SKILL SET

- Financial Analysis
- Budgeting and Forecasting
- Tax Preparation and Compliance
- Auditing
- Financial Reporting
- Attention to Detail
- Problem-Solving
- Communication Skills

### NATIONALITY

Indian

### LANGUAGES

English  
Hindi  
Kannada  
Malayalam

### VISA STATUS

Visit Visa

### Reference

Available upon request

### SUMMARY

Detail-oriented and results-driven Junior Accountant with 5 years of experience in financial management, budgeting, and taxation. Seeking to leverage strong analytical skills and extensive knowledge in accounting principles to contribute to the financial success of a dynamic organization in the UAE

### PROFESSIONAL EXPERIENCE

#### IMPERIO HOSPITALITY PRIVATE LTD BANGALORE, INDIA

##### Junior Accountant, (2020 – 2023)

- Managed accounts payable and receivable processes, ensuring accurate and timely payment and invoicing.
- Prepared financial statements, including balance sheets, income statements, and cash flow statements.
- Assisted in budget planning and monitoring, identifying cost-saving opportunities and improving financial efficiency.
- Conducted regular audits to ensure compliance with accounting standards and internal policies.
- Collaborated with cross-functional teams to streamline financial processes and improve reporting accuracy

#### FORMS INDIA CORPORATION PRVT LTD, INDIA

##### Assistant Accountant, (2018 – 2020)

- Handled day-to-day accounting tasks, such as journal entries, reconciliations, and ledger maintenance.
  - Prepared tax returns and liaised with tax authorities to ensure compliance with local tax regulations.
  - Assisted in financial analysis and forecasting, providing insights to support strategic decision-making.
  - Contributed to the implementation of accounting software, optimizing workflow efficiency and accuracy.
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