

SAJID.M

Accountant

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• sajidsalmansaju@gmail.com

📍 Dubai, United Arab Emirates

Visa Status: visit visa

Visa Expiry: 20/10/2024

SUMMARY

Enthusiastic Accountant with a proven track record in financial management. Thrives on collaborating with cross-functional teams to drive efficiency and accuracy in financial processes. Experienced in reducing costs, improving operations, and maximizing revenues. Excited to contribute to a dynamic and forward-thinking organization where financial expertise aligns with company goals and growth.

SKILLS

Financial control & procedure

Prepare Accounting reports

Leadership

Attention to detail

Book keeping

Microsoft Word

Microsoft Excel

Tally

Tax Return Filing

Account Reconciliation

Bank Reconciliation

Accounts Payable and Receivable

ZOHO Books

Customer service

EXPERIENCE

Junior Accountant

DUBAI COURIER SERVICES LLC

📅 07/2021-07/2024

📍 DUBAI, UAE

- Proven ability to manage customer complaints and resolve issues resulting in a 90% satisfaction rate
- Preparing and reviewing financial statements, such as balance sheets and income statements.
- Ensuring accurate and timely accounting and reporting, including accounts payable and accounts receivable.
- Preparing monthly bank reconciliation, identifying discrepancies and reducing error.
- Co-ordinating payments, improving accounts receivable turnover by through timely follow-ups
- Identifying areas to reduce costs and improve profitability
- Performing month-end closing with senior accountants, ensuring timely financial reports by reducing closing delays.
- Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets

Accountant assistant cum cashier

G Tracks Cinemas

📅 09/2018 - 03/2020

📍 KERALA, INDIA

- Increasing AP processing efficiency by verifying invoices
- Preparing financial statement, such as income and expense statement and balance sheets.
- Generating and submitting invoices, increasing collection rates by through timely invoice processing.
- Accurately recording and reporting ticket sales, including cash, credit card, and online transaction.

Cashier

Aries plex SL Cinemas

📅 05/2016 - 08/2018

📍 KERALA, INDIA

- Handling customer transaction, including cash, credit card, and mobile payments.
- Maintaining accurate and complete financial records.
- Preparing daily statements, identifying discrepancies and reducing error.
- Assisting in the preparation budgets to ensure accurate financial planning.

STRENGTHS

▪ Leaderships

Senior accountants lead teams, mentor staff, and contribute to organizational decision making.

▪ Attention to detail

Ensures accuracy in invoices, payments, and financial records with minimal errors.

▪ Financial Management

Proven track record in financial management and cost reduction initiatives.

▪ Accounts Payable/Receivable

Expert in managing accounts payable and receivable processes with high accuracy.

STRENGTHS

<ul style="list-style-type: none">Organizational Maintaining organized records, meeting deadlines	<ul style="list-style-type: none">Strong Analytical Skills Analyzing financial data, identifying trends and optimizing courier operations
<ul style="list-style-type: none">Time management Managing multiple tasks, prioritizing responsibilities, and meeting deadlines.	<ul style="list-style-type: none">Financial Management Expert Skilled in enhancing financial operations and profitability.
<ul style="list-style-type: none">Team work Collaborating with courier operations teams and management.	<ul style="list-style-type: none">Effective Communication Skills Accountants effectively communicate financial information to management, drivers, and customers.

EDUCATION

Bachelor of Commerce
University of Kerala
📅 06/2012 - 03/2015 📍 KERALA, INDIA
• Computer Application

LANGUAGES

English	Hindi
Tamil	Malayalam

License

UAE MANUAL DRIVING LICENSE [NUMBER 3]
No: 4326286
Expiry Date: 25/08/2029

HOBBIES

🔍 Driving	🔍 Adventure	🔍 Games
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