




THAMAM MOHAMMED SANADI

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented accounting professional with a Certified Accountant in Computerized Financial Accounting (CACFA) certification and extensive experience in managing financial transactions and reporting. Proficient in accounting software such as Tally, QuickBooks, Wings, and Peachtree (Sage 50), with a proven ability to utilize these tools for accurate financial analysis and reporting.

WORK EXPERIENCE

MANESH ASSOCIATES

June 2023 - May 2024

ACCOUNTANT AND TAX PRACTITIONERS (KERALA, INDIA)

- Preparing Monthly Statements and Accounting Transactions Handling Day-to-Day Transactions:
- Petty cash, data entries (bank entries/cash entries) Generating Financial Reports: Trial balance,
- income statement, inventory report, balance sheet Processing Bills and Vouchers Managing
- VAT and GST Compliance

COSTUME FOR MEN

Mar 2021 - Dec 2022

CASHIER CUM ACCOUNTANT (KUMBLA, KERALA)

- Cash Handling Managed daily cash transactions, ensuring accurate cash register operations and reconciliations.
- Handled cash inflows and outflows, maintained precise cash balances, and prepared daily cash reports.

EDUCATION

BACHELOR OF COMMERCE (B.COM)

Mar 2019 - Apr 2022

Kannur University

PROFESSIONAL SCHOOL OF ACCOUNTING

Sep 2022 - Aug 2023

- Certified Accountant in Computerized Financial Accounting (CACFA)
- Specialized training in computerized financial accounting, enhancing financial analysis and reporting accuracy
- Accounting Software Proficiency In SAP FICO, TALLY, QUICKBOOKS, PEACHTREE, WINGS ERP

TECHNICAL SKILLS

- Skilled in utilizing Microsoft Excel, Word, and PowerPoint
- Well-versed in operating accounting software like QuickBooks and SAP
- Typing Proficiency In English, Arabic
- Capable of performing monthly bank reconciliations to ensure financial records match bank statements
- Ability to assist in the preparation of financial statements (balance sheet, income statement, cash flow statement)
- managing accounts payable (invoices, payments) and accounts receivable (customer invoicing, collections), ensuring accuracy and timely processing
- Possesses familiarity with accounting principles and standards

CERTIFICATIONS

- Certified Accountant in Computerized Financial Accounting (CACFA)
- SAP FICO Certification
- Excel Specialist Expert
- Tally Certification

SOFT SKILLS

- Communication
- Attention to Detail
- Time Management
- Problem-Solving
- Team Collaboration
- Organizational Skills
- Initiative

LANGUAGE

- ENGLISH (Fluent)
- MALAYALAM (Fluent)
- HINDI (Fluent)
- ARABIC (Basic)
- TAMIL (Basic)