



IRFAN SAIDARAKATH

Admin cum Accountant

Dynamic BBA graduate and IELTS qualifier with a strong foundation in financial analysis, cost management, and strategic planning. Experienced accountant over 4 years in preparing financial statements, managing accounts payable/receivable, and ensuring compliance with tax regulations. Skilled in using analytical tools for data-driven insights and proficient in communicating complex financial information to diverse stakeholders.

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📍 Sharjah, UAE

WORK EXPERIENCE

Admin cum Accountant BUZWAY BUSINESS SOLUTION

11/2021 - 10/2024

Kerala, India

Achievements/Tasks

- Managed day-to-day office operations, including scheduling, travel arrangements, and vendor management.
- Prepared and maintained financial records, including bookkeeping for accounts payable, receivable, and payroll processing.
- Produced monthly financial statements and assisted in budget preparation, ensuring financial goals were met.
- Reconciled bank accounts and handled internal audits to ensure compliance with company policies.
- Provided customer service by addressing client inquiries and maintaining positive relationships with suppliers and customers.

Admin Assistant IDEAL FURNITURE PVT.LTD

06/2020 - 11/2021

Kerala, india

Achievements/Tasks

- Assisted in scheduling meetings, managing office supplies, and maintaining office equipment.
- Handled email correspondence, customer calls, and documentation.
- Processed payments and invoices, ensuring timely billing and collections.
- Supported accounting team in preparing monthly financial reports and tax returns.

EDUCATIONAL QUALIFICATION

Master of Business Administration IGNOU UNIVERSITY (Ongoing)

06/2023 - Present

Delhi, india

Bachelor of Business Administration TASC- Kannur University

06/2017 - 03/2020

CORE SKILLS

Accounting Software: QuickBooks, Tally, Xero

Financial Reporting & Analysis

Payroll Processing

Office Management

Microsoft Office Suite (Excel, Word, PowerPoint)

HR Administration

PERSONAL DETAILS

DOB : 22/12/1998

Nationality : Indian

Marital Status: Single

Sex: Male

CERTIFICATES

IELTS

LANGUAGES

English
Full Professional Proficiency

German
Limited Working Proficiency

Hindi
Full Professional Proficiency

Arabic
Elementary Proficiency

Malayalam
Native or Bilingual Proficiency

INTERESTS

Continuous Learning

Financial Market Analysis

Volunteering & Community Involvement

Hiking and Outdoor Activities

Reading Non-Fiction Books