

ABDULLA SAIDU K.M



PROFESSIONAL SUMMARY

Detail-oriented finance professional with experience as an Accounts Assistant and Financial Accountant cum GST Consultant. Proven expertise in accurate financial record-keeping, professional bookkeeping, and financial analysis. Holds a Bachelor of Commerce degree. Eager to contribute to a dynamic team.

WORK HISTORY

ACCOUNTS ASSISTANT, March 2020 – Present

Food World W.L.L Manama, Bahrain

- Assisting in the preparation of financial reports, including financial statements and budget performance analysis.
- Formulating and revising bills for both customers and suppliers to facilitate timely payments.
- Contributing to the analysis and interpretation of financial data.
- Collaborating with cross-functional teams to ensure accurate and comprehensive financial reporting.
- Streamlining billing processes to enhance efficiency and accuracy.
- Playing a key role in financial planning and forecasting activities.
- Conducting regular reviews and updates of financial documentation for accuracy and compliance.
- Assisting in implementing strategies to optimize financial performance.
- Supporting financial audits by providing relevant documentation and information.
- Working closely with finance and accounting teams to maintain precise financial records.
- Providing ongoing support in financial data analysis to inform strategic decision-making.
- Ensuring compliance with accounting standards and regulations in all financial activities.
- Collaborating with the team to develop and implement efficient billing and invoicing procedures.
- Conducting regular financial reviews to identify areas for improvement and cost-saving opportunities.
- Participating in the development and monitoring of budgets to align with organizational goals.
- Assisting in the creation and maintenance of financial documentation for audits and internal reviews.
- Contributing to the refinement of financial processes for increased accuracy and transparency.

CONTACT

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SKILLS

- Creativity
- Interpersonal Skills
- Critical Thinking
- Problem Solving
- Public Speaking
- Teamwork Skills

EDUCATION

**B. Com, 2019, - Calicut University,
Malabar college of Arts & Science,
- Kerala, India**

**HIGHER SECONDARY, 2016 - Board
of Higher Secondary Examination,
Kerala, India, - CKGMHSS- Kerala,
India**

CERTIFICATION COURSE

Advanced Diploma in Financial
Accounting | 2019
- College of Commerce,
Kozhikode, Kerala, India

ACADEMIC PROJECTS

B Com: "A Study on Customer
Satisfaction on Kochukudiyil
Agencies at Vadakara"

COMPUTER SKILLS

- MS Word/ Excel
- Tally
- Peachtree
- Quick Book

FINANCIAL ACCOUNTANT CUM GST CONSULTANT, April 2019 – Jan 2020

RELIABLE ASSOCIATES, KERALA, INDIA

- Prepared financial reports, performed account reconciliations, and demonstrated expertise in professional bookkeeping.
- Proficient in both manual and computerized accounting, utilizing Tally ERP9 and MS Excel for computerized account management.
- Filed GST returns under the Goods and Service Tax Act and managed the filing of annual tax returns.
- Prepared and analyzed financial statements, ensuring accuracy and compliance with accounting standards.
- Contributed to the development and monitoring of budgets and assisted in financial forecasting activities.
- Provided expertise on Goods and Services Tax (GST) regulations, advising on compliance and implications.
- Formulated and revised bills for clients and suppliers, streamlining billing processes for efficiency.
- Conducted regular account reconciliations to ensure accuracy and contributed to the analysis and interpretation of financial data.
- Ensured compliance with relevant financial and tax regulations and created/maintained financial documentation for audits and reviews.
- Interacted with clients to address financial queries and concerns.
- Stayed updated on changes in accounting and GST regulations.
- Collaborated with cross-functional teams for comprehensive financial management.

PASSPORT DETAILS

Passport Number : T 9979706
Date of Expiry : 12-11-2029
Place of Issue : Kozhikode

PERSONAL DOSSIER

Gender : Male
Date of Birth : 17-02-1998
Nationality : Indian
Marital Status : Married
Bahrain CPR No 980227054
Driving licence : Bahrain

LANGUAGES KNOWN

English: Proficient/Fluent (C2)

Hindi: Proficient/Fluent (C2)

Arabic: Proficient/Fluent (C2)

Malayalam: Native

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

REFERENCE

Available upon request