



ALI SULTHAN

ACCOUNTANT

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Umm Suqeim 3, Jumeira, Dubai
Indian
19/08/2000

PROFILE

To obtain a challenging position in any forward looking or esteemed organization as an Accountant or any suitable post for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I would like to be creative, learning and contributing towards the success of the company.

SKILLS

- Knowledge of Accounting Practices
- Proficiency in Accounting Software
- Auditing financial Information
- Ability to Prepare Financial Statements
- Knowledge of General Business Practices & Administrating Statements
- Analysis of Accounts and Business plans
- Accounting Organizational Skills
- Time Management Skills
- Cash and Bank Reconciliation
- Accounts Payable and Receivable
- Payroll
- Financial Reporting
- Organizational and Multitasking
- Patience and Discretion
- Time Management
- Attention To Detail

PROFESSIONAL QUALIFICATION

- Post Graduate Diploma in Indian & Foreign Accounting
IPA Institute Kerala, India
- Tally Prime
- Sage 50
- Quick books
- SAP Business one
- MS Office
- MS Excel
- MS Powerpoint

PROFESSIONAL EXPERIENCE

Assistant Accountant

TYRE ZONE (03 November 2021 - 23 December 2022)

Duties performed:

- Prepare Assets, Liability and Capital accounts entries by compiling and analyzing account information.
- Preparation of daily Accounting Transactions
- Support month-end and year-end closing process
- Handling Accounts payables and receivables
- Petty cash handling
- Cash and Bank reconciliation
- Finalization of Accounts - Assisting Senior Accountant in preparing the Income Statement and Balance sheet

Accounts Executive

JAGADESH ASSOCIATES (11 May 2022 -15 October 2022)

Duties Performed:

- Preparation of GST Report in TALLY
- Preparation and finalization of accounts of Trading, Manufacturing and service
- Remain in regular contact with your clients to understand and meet their needs

EDUCATIONAL BACKGROUND

PG Diploma in Indian and Foreign Accounting

IPA Kerala, India

B.com CA 2019-2022

university of Calicut, Assabah Arts and Science College, Kerala, India

HIGHER SECONDARY(+2 COMMERCE) 2017-2019

Directorate of Higher secondary Education
GHSS Kochannur, Kerala, India

SECONDARY SCHOOL LEAVING CERTIFICATE

2016-2017

Directorate of Higher secondary Education
Rahmath English Higher Secondary School, Kerala, India

LANGUAGES

- English
- Malayalam
- Tamil