

# ABDUL MALIK SULTAN SANGE

ACCOUNT ASSISTANT



A diligent and detail-oriented Account Assistant with experience in supporting accounting functions, maintaining financial records, and assisting with day-to-day accounting operations. Demonstrated strong work ethic, attention to detail, and the ability to manage multiple tasks efficiently in a fast-paced environment. within the beverage industry. Over the past three years, I have developed a comprehensive understanding of accounting principles and practices, specifically tailored to the unique challenges of the beverage sector. My hands-on experience in both day-to-day accounting operations and strategic financial analysis has enabled me to provide actionable insights and support the overall financial health of the organization.

Mumbai, India sangemalik999@gmail.com +971 54 370 6959

## EXPERIENCE

- May 2021 - May 2024 **ACCOUNT ASSISTANT, KONKAN BEVERAGES**
  - **Data Entry & Record-Keeping:** Accurately entered financial transactions into accounting systems (Tally ERP), maintaining up-to-date records for accounts payable and receivable.
  - **Accounts Payable & Receivable:** Managed vendor invoices, processed payments, and ensured timely follow-up on outstanding receivables. Coordinated with internal departments to resolve discrepancies and facilitate smooth cash flow.
  - **Bank Reconciliation:** Performed monthly bank reconciliations to ensure the accuracy of cash balances and proper recording of transactions, identifying and resolving discrepancies.
  - **Expense Tracking & Reporting:** Monitored company expenses and prepared detailed reports to support budgeting and financial forecasting.
  - **Supporting Month-End Close:** Assisted the accounting team with month-end closing tasks, including journal entries, account reconciliations, and preparing financial reports for senior management.
  - **Document Management:** Organized and maintained accurate financial documentation, including receipts, invoices, and contracts, ensuring compliance with company policies and external audit requirements.
  - **Communication & Collaboration:** Acted as a liaison between various departments and external vendors, fostering strong relationships and ensuring timely resolution of accounting issues.

## EDUCATION

- 2020 **BACHELOR OF COMMERCE (B.COM), Mumbai University**

## SKILLS

Tally	Microsoft Office	Cash Management	Financial Reporting
Accounting	Problem-Solving	Time Management	

## LANGUAGES

Marathi	Hindi	Urdu	English
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