

ANVAR SADATH

Accountant



Contact

Address:

Hamdan Street, Abu Dhabi
United Arab Emirates

Phone:

+971 56 9897 559

Email:

Anwersadathts@gmail.com

Nationality: INDIA

UAE Driving License No: 2264954

Languages

| | |
|-----------|-------|
| English | ★★★★★ |
| Hindi | ★★★ |
| Malayalam | ★★★★★ |

Visa Status: Visit Visa

Summary

Oriented accountant with 6 years of experience in financial management, accounting, and auditing. Adept at analyzing financial data, implementing effective accounting practices, and ensuring accurate financial reporting. Proven track record of maintaining precise records, managing budgets, and enhancing financial processes. Skilled in collaborating with cross-functional teams to drive business success through strategic financial planning and analysis. Proficient in utilizing advanced accounting software and tools to streamline operations and enhance accuracy. Committed to upholding the highest standards of integrity and ethics in financial management. Seeking to leverage expertise in a challenging accounting role within a dynamic organization to contribute to its growth and financial excellence.

Experience

Procurement Officer-01/07/2022- 31/10/2023

The Cloud Food Ecosystem

- Identify reliable suppliers and vendors, ensuring they meet quality, cost, and delivery requirements
- Monitor supplier performance, addressing any issues or discrepancies promptly
- Purchase & Sales Analysis
- Follow & control The delivery Schedules
- Inventory Control

Ayam Online Shopee- Qatar 08/2021 to 02/2022

Digital Marketing& Sales (Remote)

- Conduct market research and competitor analysis to identify opportunities and trends
- Plan and execute online campaigns
- Utilize social media platforms to identify potential customers and engage in social selling activities
- Respond to customer inquiries, reviews, and comments promptly and professionally

Accountant – 09/2020 to 04/2021

Auro Premium Coffee LLC- UAE-Abu Dhabi-Ruwais

- Bookkeeping: maintain accurate records of all financial transactions within the coffee shop. This includes sales, expenses, and other financial activities. They use accounting software to record and organize this data
- Tax Compliance
- Payroll Management
- Cash Flow Management
- Expense Control
- Inventory Management

Skills

- Knowledge of accounts payable and accounts receivable
- Finalizing P&L Financial Statement
- Knowledge of payroll functions and procedures
- Efficiency in **Microsoft DynamicAX & Navision**
- Competency in Microsoft Office
- Corporate Finance
- Planning and Organizing
- Problem Analysis and Problem-Solving Skills
- Accuracy and efficiency when completing data entry tasks
- Understanding of cost structures, cost allocation, and analysis of production costs
- Ability to plan and execute financial tasks, such as month-end and year-end closing activities
- Interact professionally with clients, understanding their financial needs, and providing expert advice Efficiently manage multiple tasks, prioritize activities, and meet deadlines

Accountant – 09/2019/ to 08/2020

International NMS General Trading LLC- UAE

- Financial Data Management
 - Analysis & Advice
 - Preparation of Financial Reports
 - Maintain Petty cash
 - Payroll
 - Bank Reconciliation
 - Preparation Tax Return on Time
 - Conduct Forecasting and Risk Analysis Assessment
 - Guidance of cost reduction, revenue enhancement
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Accountant – 02/2014/ to 05/2019

Abu Dhabi Co-Operative society- UAE

- Prepare and process electronic transfers and payments
 - Maintain vendor records, including contact information and payment terms
 - Match invoices with purchase orders and receipts, ensuring accuracy and authenticity
 - Petty cash & Bank Reconciliation
 - Monitor and control expenses to align with the budgetary constraints and financial goals of the organization
 - Reconcile accounts payable and receivable
 - General ledger and monthly, quarterly and annual closings
 - Assist auditors during internal and external audits by providing necessary documents and explanations related to accounts payable transactions
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Accountant-06/2012/to07/2013/

D4MEDIA-India, Calicut

- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options.
- Reconciliation of payroll
- Maintains financial security by following internal control

Education

Bachelor of Commerce: Co-Operation - 2011

Mahatma Gandhi University, India, Kerala

Master Accounting: Tally, Tata EX, DacEasy, Peachtree-MS Office - 2012

Human Resource Development Council