



MANZOORILAH
SAYYADAHMED
PATIL
SENIOR ACCOUNTANT

 manzoorilahipatil@gmail.com

 0567926126

 Hor al Anz, Deira ,Dubai

 **Visa Status :- Own Visa**
Expires : July - 2025

EXPERTISE

Microsoft Word

Microsoft Powerpoint

Microsoft Excel

Balance sheets

Tally ERP9

Audit

Oracle

VAT

EDUCATION

BACHELOR OF COMMERCE

Shivaji University
2015 - 2018

CERTIFICATION

Yashwantrao Chavan Open
University [TALLY ERP 9]
MSCIT

LANGUAGES

- English
- Hindi
- Kannada
- Marathi

OBJECTIVE

I am an ambitious, motivated and multi-skilled Accountant with a keen eye for detail and working experience with accounts. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects. Additionally, I am a clear and effective communicator and work well individually as well as part of a team. My excellent track-record in providing high-quality results combined with my honest approach and reliable nature would make me an asset to any organisation.

EXPERIENCE

[2015- 2022] [Accountant] [Savyanavar & Associates C A FIRM]
[Part] [Accountant] [Mohebi Logistics DWC Dubai]

- Dealing with sales invoices, income, receipts and payments
- Preparing statements showing income and transactions
- Completing and submitting VAT returns
- Preparing staff wages and managing claims for expenses
- Checking that company accounts are accurate and up-to-date
- Providing financial data management for small and medium-sized companies
- Monitoring and handling business expenses
- Helping to prepare annual accounts using computerised accounting systems
- Performing corporation tax submission
- Assisting junior member of staff with complex accounting and auditing cases
- Completing and submitting tax returns for self-employed workers
- Developing and maintaining databases for filing purposes
- Handled 5 crore turnover companies upto accounting finalization.
- GST Returns, Income Tax, Audit, Online E- filing etc.

SKILLS

- I feel very confident in communicating with people from all walks of life. I have always taken responsibility for arranging and leading group meetings .
- Advance knowledge of Microsoft office, in particular Excel
- Able to Multi-task, with the ability to prioritise workloads in face of deadlines.

HOBBIES

- Watching & Playing Cricket
- Love to Learn New and Innovation skills
- Watching News on TV
- Reading News Paper