



MUHAMMED SADIQU A

Nationality: Indian **Date of birth:** 21/10/1997 **Gender:** Male

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Home: Sulekha Manzil , Nedumkayam , P.P.M P.O Punalur, Kollam, 691332 Kerala (India)

ABOUT ME

- Excellence in accounts management
- Strong knowledge in computerized accounting.
- Efficient & quick decision Making.
- Problem solver.
- Systematic Time Management.
- Interpersonal Relationship Building.
- Strong commanding power.
- Good Presentation skill

WORK EXPERIENCE

ACCOUNTS AND AUDIT ASSISTANT

K MAQBOOL SHAH & CO CHARTERED ACCOUNTANTS [02/05/2022 – 03/05/2024]

City: PUNALUR | **Country:** India

- Preparing Bank, Cash & Journal Vouchers.
- Preparation of Bank Reconciliation Statement.
- Reconcile accounts Payable and Receivable.
- Assisting Senior accounts in preparing balance sheet.
- Computation of tax and Filing tax returns.
- Making income and expense entries into the accounting system.
- Preparation of Bank Reconciliation Statement.
- Plan, prepare and execute audit strategies.
- Assisting the auditing department in verification process.
- Coordinate monthly staff meeting.

ACCOUNTANT

AISWARYA GRANITES, AYOOR, KOLLAM, KERALA, INDIA [01/03/2021 – 29/04/2022]

City: AYOOR | **Country:** India

- Data entry management and documentation.
- Handling Petty Cash book.
- Closing all monthly receivables.
- Updating the journal entry, sales entry and purchase entry.
- Preparation of bank reconciliation statement.
- Computation of tax and Filing tax returns.
- Finalization of Financial statements.

EDUCATION AND TRAINING

MASTERS IN COMMERCE

MG UNIVERSITY, KOTTAYAM [Current]

City: KOTTAYAM | **Country:** India

BACHELORS IN COMMERCE

KERALA UNIVERSITY, THIRUVANANTHAPURAM [2021]

City: THIRUVANANTHAPURAM | Country: India

HIGHER SECONDAREY EDUCATION

KERALA STATE BOARD [2016]

City: PUNALUR | Country: India

HIGH SCHOOL EDUCATION

KERALA STATE BOARD [2014]

City: PUNALUR | Country: India

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING C2 READING C2 WRITING B2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

MS Office (MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Access, MS OneNote, MS Visio, MS Teams) / Tally ERP 9.

COMMUNICATION AND INTERPERSONAL SKILLS

PERSONAL SKILLS

- Active listening.
- Being able to understand and empathize with others.
- Managing conflict.
- Building lasting relationships.
- Teamwork.
- Motivating others.
- Leadership, Negotiation and persuasion
- Ability to rapidly build relationship
- Confident and Determined
- Ability to cope up with different situations
- Decisive and calm under pressure

PASSPORT

PASSPORT DETAILS

Passport No : **V 2734309**

Date of Issue : 14-09-2021

Date of Expiry : 13-09-2031

VISA STATUS

Visit Visa