



SAJID SALEEM

ACCOUNTANT

+91 80862 54069

muhdsajid47@gmail.com

Kerala, India

ACADEMIC CREDENTIALS

- Result Awaiting
- B. Com**
SMI Arts and Science College
 - 2019 HIGHER SECONDARY**
 - Board of Higher Secondary Examination, Kerala, India
 - 2017 SSLC**
 - Board of Public Examination, Kerala, India

COURSE CERTIFICATE

Tally Prime
Quick Books
Peachtree
Microsoft Excel
- **Spectrum Computers**

COMPUTER PROFICIENCY

Tally Prime	★★★★★
Quick Books	★★★★
Peachtree	★★★★★
Microsoft Excel	★★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★

PROFILE SUMMARY

Dedicated Warehouse Associate with a solid year of hands-on experience. Proficient in overseeing accounts payable and receivable, reconciling accounts, and ensuring compliance with regulatory standards. Skilled in preparing and analyzing financial statements, identifying discrepancies, and implementing corrective actions. Possesses a solid understanding of tax regulations and demonstrates a meticulous approach to financial record-keeping. Proven ability to collaborate seamlessly within teams to meet organizational goals.

KEY SKILLS

- | | | | |
|-----------|-------------|----------------|-----------------|
| Team Work | Work Ethic | Bookkeeping | Auditing |
| Budgeting | Forecasting | Reconciliation | |
| Reporting | Payroll | Cash Flow | Risk Management |
| | | | Analytic Skills |

EMPLOYMENT CHRONICLE

WAREHOUSE ASSOCIATE | 04 Jul 2021 – 10 Nov 2022

NEEDS MANPOWER SUPPORT SERVICES PVT LTD

KEY RESPONSIBILITIES

- Maintained accurate records of inventory levels, tracked stock movements, and conducted regular stock checks to ensure adequate supplies.
- Received incoming shipments, verified contents against invoices or orders, and prepared items for dispatch, ensuring accuracy and timeliness.
- Fulfilled orders by picking the correct items from the inventory, properly packaged them, and prepared them for shipment or delivery.
- Inspected products for quality and accuracy, identified damaged or defective items, and took necessary measures to resolve issues.
- Ensured the warehouse was organized, clean, and compliant with safety standards, including proper placement of items, labeling, and adherence to safety protocols.
- Operated warehouse machinery such as forklifts, pallet jacks, or other equipment safely and efficiently, following operational guidelines and safety procedures.
- Maintained detailed records of incoming and outgoing shipments, inventory levels, and any incidents or discrepancies encountered.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 11/07/2002
Nationality : Indian
Marital Status : Single




Permanent Address

Ummer Villa
Azhiyoor PO, Azhiyur, Kozhikode,
Kerala, India Pin: 673309

LANGUAGES KNOWN

English  100 %
Malayalam  100 %
Hindi  85 %

INTERESTS

  
Songs Travelling Reading

REFERENCE

- Available upon request

INTERNSHIP

INTERN | 2 months

TALLY FINISHING SCHOOL (Tally internship program with business accounting program)

PERSONAL STRENGTHS

- INVENTORY MANAGEMENT:** Proficiency in tracking, organizing, and maintaining accurate inventory records using software or manual systems.
- DEBIT NOTE RECONCILIATION:** Skills in reconciling purchase debit notes with vendor statements and resolving discrepancies.
- SALES LEDGER MANAGEMENT:** Expertise in maintaining sales ledgers, tracking accounts receivable, and ensuring accuracy in recording sales transactions.
- TAX COMPLIANCE:** Knowledge of tax regulations related to purchases and sales, ensuring compliance while handling debit notes and sales records.
- DOCUMENTATION SKILLS:** Proficient in preparing and maintaining documentation related to purchase debit notes and sales transactions for audit purposes.
- QUALITY CONTROL:** Ability to inspect products for quality assurance, identify defects, and adhere to quality control protocols.

PASSPORT DETAILS

Passport Number : U9650626
Date of Expiry : 21/02/2031
Place of Issue : Vatakara

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SAJID SALEEM