



Sachin M.D.

Accountant | Payroll | Finance & Accounting

As an accountant with extensive experience in financial transactions, payroll processing, customer interactions, and management, I am confident in my ability to effectively handle the operational duties of a business and drive teams towards success. In addition to my strong background in organizational leadership and financial accounting, I am highly skilled in managing finances and have exceptional written and spoken communication abilities. With a proven track record of professional experience, I am well-equipped to contribute to the success of any organization.



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SKILLS

Data analytical systems

Administration
Management

Vendor Accounts

Payments &
Expenditures Records

Ledger

Balance Sheet

SOFT SKILLS

Teamwork

Integrity

Conscientiousness &
Ethics

TECHNICAL SKILLS

Softwares

ERP Software - GAIiNS ,SAP
(Business One and Fico)

MS Office Suite

MS Outlook, MS word, Excel
& Power Point.

Operation

Data Entry ,Computer Basics

EDUCATION

Master of Business Administration, Finance

Jain ((Deemed-to-be University), Bangalore

07/2021 - 11/2023,

WORK EXPERIENCE

Payroll Accountant

Alico Industries Company Limited

2019 - Present,

Achievements/Tasks

- Ensure that all financial transactions are documented by inputting account information into GAIiNS - ERP.
- Assisting with the preparation of financial statements and reports, including balance sheets, income statements, and statement of cash flows.
- WPS payroll processing, leave settlement, and final settlement.
- Accounts payable and receivable processes were handled efficiently.
- Helping to maintain financial records and ensure that they are accurate and up to date. Assisting with the preparation of budgets and forecasts.
- Verification of LPO and booking supplier invoices, reconciliation of vendor accounts, and report preparation. Assisting with the preparation of tax returns and supporting documents.
- Maintaining a record of all payments and expenditures, as well as purchase orders and invoices. Complete the inter-company reconciliation. Ensure that Bank account reconciliation is done on a monthly and recurring basis.
- Perform, examine the supplier ledger, and make payments. Helping to prepare and reconcile bank statements and other financial documents. Adhering to relevant laws, regulations, and accounting
- Passing accrual entries, making allowances, processing cost reports, and assisting with monthly close auditing at the conclusion of the fiscal year.
- Inventory control, issuing GRNs and SIVs. Assisting with the tracking and analysis of expenses and revenues.

LANGUAGES

English



Malayalam



Hindi



INTERESTS



Badminton



Travelling



Volunteering



Music



Technology