



About Me

To seek a suitable position in Accounts/finance department as an executive level, where I can effectively utilize my skills, knowledge and experience its best ethics to the growth of the business organization and my self.

☎ 056-9051127
✉ sahistaquadri93@gmail.co
📍 Al Nahda, Al buhaira tower
(Sharjah) UAE

Education

Fakir Mohan University
Master of Commerce
specialized in Finance.
2019 - 2021

Fakir Mohan University
Bachelor of commerce
2015 -2018

Skills

- Management Skills
- Leadership
- Financial analysis
- Tally (Erp 9.0)
- MS-Office

Personal Information

passport No- W5519339
Date of Birth- 02/02/1998
Issue Date- 24/11/2023
Date of Expiry- 23/11/2032
Visa-Status- Husband Visa

SAHISTA QUADRI

ACCOUNT & FINANCE

Experience

JUNIOR ACCOUNTANT

OCA INSTITUTE (JAN 2022 -JUN2023)

Key Responsibilities.

- Maintaining day to day transaction.
- Handling payroll processing WPS/Deductions ,Staff Loans and other records related to payrolls processing.
- Timely verification for each bill accurate allocation prior posting the system.
- Reporting and Financial statements.
- Prepare validate and submit monthly an quarterly VAT returns.
- well knowledge of Tally software and MS-Excel.
- Manage balance sheet and profit /loss statements.
- Send invoice to credit customer as per agreed terms and follow up remittance.
- Reconcile inter-company ledger account monthly and arrange for payable or recovery.
- Reconcile with ledger and post moth-end related journal entries such as per pre-payments, deprecation accruals, payroll provisions etc.
- Entering accounting related date into ERP/Excel reports on daily basis which includes ,purchase, expenses ,General Ledger, Project details etc.

Languages Known

- English.
- Hindi
- Urdu

Decleration

i hereby declare that information here furnished is true to best of my knowledge and belief.

SAHISTA QUADRI