

SAKINA MOR

ACCOUNTANT

30-APRIL-1996 | Indian | Single | Sharjah, United Arab Emirates

PROFESSIONAL PROFILE

- Prepare Financial Statements and Tax Returns.
- Manages Account Payable and Receivable including Invoicing.
- Reviews and Reconciles bank statements and other financial records.

CONTACT

PHONE :
+971 551672892



EMAIL :
sakinamor2193@gmail.com



LinkedIn :
<https://www.linkedin.com/in/sakina-mor-1b3b4522a>



LOCATION :
Sharjah, UAE



EDUCATION

Institute of Chartered Accountants of India-
Currently Pursuing

Bachelor of Commerce
Kishanchand Chellaram College, Mumbai-2018

Higher Secondary Certificate (HSC)
Hinduja College of Commerce, Mumbai-2015

TECHNICAL SKILLS

TALLY ERP
SAP
MICROSOFT
CUSTOMER
RELATION
MANAGEMENT

PROFESSIONAL EXPERIENCE

General Accountant

Noor Al Aafiya Tadbeer
Center for Domestic
Workers Services
October 22 - Present

- Expertly prepared and meticulously reviewed entries for revenue, expenses, payroll, and invoices, in addition to a range of other critical accounting documents
- Maintained a daily hands-on responsibility for all facets of bookkeeping and accounting tasks, ensuring accuracy and compliance.
- Methodically organized, maintained, and archived records, forms, and vouchers integral to accounting processes, ensuring efficient retrieval and audit readiness.
- Diligently generated and continuously updated customer information reports and comprehensive sales data records, contributing to well-informed decision-making.
- Demonstrated effective oversight of a diverse array of accounting responsibilities, including the precise recording of voucher entries, the issuance of cheques, invoices, receipts, and the management of both sales and purchase vouchers.
- Maintained and meticulously balanced petty cash funds and effectively managed daily cash collections, ensuring financial accuracy and accountability.
- Proactively monitored and facilitated communication regarding the clearance of cheques, addressed instances of bounced cheques, and managed the prompt processing of refund cheques.
- Implemented vigilant oversight of the Accounts Receivable Report on a daily, weekly, and monthly basis, consistently following up with relevant channels to expedite the collection of overdue invoices.

Article Assistant

U.G.M & Co Chartered
Accountant Firm),
Mumbai.
April 2020 - Sep 2022

- Preparation of Audit Report Form 3CA, 3CB and 3CD for various assesses like individual, firm, partnership, proprietorship, HUF.
- Filing of TDS & TCS returns for Individual, Proprietor and Firms with compliance to TDS Provisions.
- Advisory to clients on tax applicability.
- Data compilation & Preparation of legal submissions for scrutiny assessments/reassessments of various listed & non listed entities.
- Preparation of Computation of Taxable Income and E-filing of Income tax return of various assesses and ling of Income tax

PROFESSIONAL EXPERIENCE (Continued)

LANGUAGES

ENGLISH

HINDI

GUJARATI

PROJECTS

For Nayara Energy Ltd under
Income tax department

- Customization of Bill transmittal in excel.
- Preparation of Purchase order and service entry on Sap business client 6.5.
- Maintain accounting records for third party vendors, create accounts and management.

EXPERTISE SKILLS

Diligence and hard work.

Profit & Loss Accounting.

Customer Service skills.

Problem Solving skills.

Communication skills.

Self-motivation and commitment.

Time management skills.

Accountants Assistant

RAJ Glass Pvt Ltd,
Mumbai
June 2018 - March
2020

- Preparation of Profit and Loss and Balance Sheet as per schedule III of the Companies Act, 2013.
 - Review for accuracy and processing Invoices, GST
 - Review for accuracy and processing Invoices, GST Purchase Orders.
 - Inspection of inventory, ledger entries and vouching, cash in hand entries, bank balance and bank reconciliation statements to confirm accuracy of records and compliance.
 - Preparation and E-filing of Good and Service Tax i.e., GSTR1 and GST 3b.
 - Information ledger and journal entries in tally and other miscellaneous work.
 - Proficiently conducted bank reconciliations to ensure alignment between financial records and bank statements, proactively identifying and resolving discrepancies to maintain financial accuracy.
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- Maintained meticulous and accurate accounting records, including the preparation of journal entries and oversight of accounts payable and accounts receivable processes.
 - Demonstrated a proactive approach in the recovery of outstanding debts from clients, ensuring financial integrity and collections efficiency.
 - Effectively managed a wide range of accounting responsibilities, encompassing the posting of voucher entries, bill preparation, check processing, receipts, payment vouchers, sales vouchers, purchase vouchers, debit notes, and credit notes.
 - Recorded payments through various methods, such as cash and online payments, and conducted thorough month-end reconciliations of accounting records to identify and rectify discrepancies while upholding compliance standards.
 - Skillfully handled customer inquiries and complaints related to glass delivery and bill payments, providing responsive and courteous service to maintain customer satisfaction.
 - Managed communication channels, including handling mail correspondence and making phone calls, contributing to efficient and organized workflow and customer interactions.