

SK JASIM AKHTER

Accountant

A diligent and reliable professional actively seeks opportunities for employment and skill development. Proficiency in both collaborative team environments and autonomous work settings, I bring a flexible approach and am willing to adapt to various work environments as necessary.



skjasimakhtar000@gmail.com

8260459350

Odisha, India

EDUCATION

Bachelor of Commerce (Regular)

UTKAL UNIVERSITY OF BHUBNESWAR

2018 - 2021, *Bhubaneswar, Orissa*
Courses

Intermediate (Regular)

UTKAL UNIVERSITY OF BHUBNESWAR

2016 - 2018, *Bhubaneswar, Orissa*

SKILLS

Tally ERP 9

Tally Prime

Advanced Excel

Accounting

Zoho Book

Financial Analysis

TDS

Leadership

Presentation Skills

GST

Experience

Greenkingdom Botanical Garden Pvt Ltd Accountant

September-2023 to Present *Hyderabad, Telangana*

Tasks/Achievements

- Filling GST & TDS
- Preparing Balance sheet
- Give training to the new team members
- Managed all Purchase Invoices and Sales Invoice
- Handling Petty Cash & Cash Transaction

Cotiviti India Private Limited

Accountant

April-2021 to September-2023 *Hyderabad, Telangana*

Tasks/Achievements

- Processed company documentation such as invoices and payment checks.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Give training to the new team members about the process and claims.
- Managed all Purchase orders and Invoices

TECHNICAL TOOLS

Microsoft Excel
Tally ERP 9
Tally Prime
Balance sheet
Zoho Book
Bookkeeping

LANGUAGES

- English
- French
- Hindi
- Odia
- Urdu

INTERESTS

- Cricket
- Photography
- Singing