

TAHA Y. SAYED

ACCOUNT AND AUDITING OFFICER

CONTACT

+91 9764565699
tsayed789@gmail.com
Sayed Mansion
Veena nagar Khopoli – 410203
Maharashtra India.

EDUCATION

(Pursuing)PGDM Executive – Global
Logistics & Supply Chain
Management – MIT Pune
2023 - 2024
Bachelor of management studies
Pillais HOCL college
2019-2021
HSC -JVK College
2016-2018
SSC- Carmel convent school
2016

WEBSITE

<https://www.linkedin.com/in/taha-sayed-840622208/>

SKILLS

SAP MM certified course
MS advance excel
Communication Skills
Time Management

LANGUAGES

English
Urdu
Hindi

PROFILE

As an experienced and dedicated Account and auditing officer, I bring a wealth of knowledge and expertise in financial management, auditing, and compliance to ensure the utmost accuracy and integrity in financial operations. In addition to my technical expertise, I possess excellent organizational and time management skills, enabling me to meet tight deadlines while maintaining the highest level of accuracy and attention to detail.

EXPERIENCE

Account and auditing officer

Prasol Chemical Ltd (2019 - still)

- Establish daily, weekly and monthly objectives and communicate them to the employees.
- Manage the work flow by assigning responsibilities and preparing schedules.
- Booking of AP invoices based on the generated purchase orders.
- To streamline the process of replenishing and restocking inventory through inventory transfer entries.
- Following up with clients for invoice clearance.
- Following up of credit note and debit note of the vendors.
- Managing scrap of the company.
- Maintaining stock of the company based on audit reports. Monthly and quarterly stock audit reports.
- Creating branch transfer entries.
- Creating hold list of company's vendors every month.
- GST follow up with the vendor.

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Mob: +91 9764565699

Maharashtra, India

Dear Sir/Ma'am,

I am writing to express my strong interest in the position of an Account and auditing officer at Prasol Chemicals Ltd. With my comprehensive expertise in financial management, accounting principles, and auditing techniques, I am confident in my ability to make a meaningful contribution to your esteemed organization.

I will never avoid responsibilities and seek opportunities to help the team.

It is my priority to continuously learn new skills and expand what I can do for my employer, and I believe that this is one of the personal qualities that help me stand out from the crowd. In addition to these skills and attributes, you can depend on me to be organized, work proactively and complete assignments on time.

To close, I believe that I am an excellent match for this position, and I would love the opportunity to expand on some of my career highlights and most remarkable achievements.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience can benefit your organization. Please find my attached resume for your review. Should you need any further information, please do not hesitate to contact me.

Yours Sincerely,

Taha Y. Sayed