



CURRICULAM VITAE

SIDDIQUE VALIYAPARAMBATH

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EMAIL:

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To,
The HR department

Date: December 28, 2020

Subject: Application for Accountant.

Dear Sir,

I would like to submit my resume for your kind approval. I believe my experience & qualifications will match your requirements. Please consider this letter as an expression of my sincere interest in pursuing the vacancy in your prestigious organization. I am capable of working hard, self-confident, optimistic, sincere and honest with good leadership qualities.

I would like to have opportunity to talk to you about my background and the areas in which I can benefit your organization.

I look forward to hear from you

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ACCOUNTANT AND FINANCE PROFESSIONAL

KEY SKILLS AND CORE COMPETENCIES

- Experienced professional with an extensive experience of **3 Years** of experience in field of Finance and Accounting system.
- Preparing Financial statements (income statement & balance sheet) and schedules.
- Knowledge of the principles, procedures and standards vital for accounting and auditing.
- Superior analytical and numeric skills that help compute values accurately.
- Highly capable of detecting errors, miscalculation and inaccurate formatting.
- Efficient at planning, strategizing and implementing business activities.
- Strong analytical and problem solving skills. Ability to make analytical decisions.
- Efficient in multitasking and goal oriented.
- Accountable for handling accounts & finance, auditing, office administration.

PROFESSIONAL EXPERIENCE

Common Service Centre - Digital Seva
(Ministry of Electronics and Information Technology)
Under Government of India
Position – consultant
May 2018 –December 2018



- Directing, supervising and supporting the accounting and tax operations of more than 10 firms under the region.
- Analyzing profitability by class of business and its effect on net earnings.
- Ensuring maintenance of appropriate internal controls, providing quality information to support the senior management with related financial information and analysis.
- Delivery of monthly, quarterly and annual financial reports to the client corporate office management team.
- Performance of GST (Goods and Service Tax) registration and monthly returns.
- Performance of Income Tax return.
- Provide Government services like passport, pan card, vehicle insurance, medical insurance, food and safety registration, etc. to the common people.
- Preparation of Project Reports.

AGPTECH TRADERS LLP

ERANAKUALAM

Position – Accountant

January 2019 -February 2020

- ❑ Directing and supervising the accounting operations
- ❑ Handling and overseeing all accounts receivables and payables, posting all vouchers, receivable ageing report, creating reviewing general ledger, payroll, monitoring cash and bank balance on a daily basis, preparing P & L account and Balance Sheet.
- ❑ Recording and solving customer issues.
- ❑ Ability to work under pressure and to finish the assigned tasks before the deadline.
- ❑ Provide continuous management and support for preparing budget and forecast activities.
- ❑ Resolve accounting discrepancies and irregularities
- ❑ Monitor and support taxation requirements
- ❑ Coordinate with the store –in-charge in preparing the procurement list by verifying stock
- ❑ Prepare financial audit and coordinate the audit process

HELPLINE GROUP

TAHA PALACE CLEARING

BAHRAIN

Position – Accountant

February 2020

- ❑ Directing and supervising the TAX activities
- ❑ Handling and overseeing all accounts receivables and payables, posting all vouchers, receivable ageing report, creating reviewing general ledger, payroll, monitoring cash and bank balance on a daily basis, preparing P & L account and Balance Sheet.
- ❑ Recording and solving customer issues.
- ❑ Ability to work under pressure and to finish the assigned tasks before the deadline.
- ❑ Monitor and support taxation requirements

Qualification

- ❑ **Certified Management Accountant**
under IMA (Institute of Management Accountants) - 2020
- ❑ **Bachelor of Commerce (Cooperation)**
Calicut University - 2018
- ❑ **XII-Commerce -**
Board of Higher Secondary Examinations, Kerala, India - 2010

Technical

Skillset

- ❑ Tally – ERP 9
- ❑ Microsoft office (Excel, Word, Outlook, PowerPoint, etc.)
- ❑ Various accounting software like Peachtree, QuickBooks, Trade Easy etc.
- ❑ Visual Basic (Programming software)

- ❑ Linguistic Knowledge: English, Arabic, Hindi, Malayalam and Tamil.
- ❑ Nationality: Indian.
- ❑ Marital Status: Single.
- ❑ DOB: 20-03-1997.
- ❑ Passport number: S6738155
- ❑ Permanent Address: Valiyaparambath (HO)
Mayyannur PO
Villyappally, Kozhikode
Kerala. Pin: 673542
- ❑ Residential Address: Building 255, Road 305, Block 1203
Madinat hamad, Kingdom Of bahrain.