

A thick dark blue vertical bar runs along the left edge of the page. A blue arrow-shaped banner points to the right, containing the text 'CURRICULAM VITAE'. In the bottom left corner, there are several thin, curved, light blue lines that sweep upwards and to the right.

CURRICULAM VITAE

# SIDDIQUE VALIYAPARAMBATH

B.com, CMA

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+973-38062381

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EMAIL:

[Siddiquesiddee007@gmail.com](mailto:Siddiquesiddee007@gmail.com)

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

# SIDDIQUE VALIYAPARAMBATH

| Mob: +973-38062381, +91-9539493172 | E-Mail: [siddiquesiddee007@gmail.com](mailto:siddiquesiddee007@gmail.com) |



## 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

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## 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

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## 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)
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- ❏ 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.