

SADIK.P.T



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Address:

Poozhithachirathodi (H)

Kaippuram (PO)

Palakkad Dist.

Kerala, India

Personal profile:

Date of Birth : 09/10/1986

Gender : Male

Nationality : Indian

Father Name : Muhammed

Marital Status : Married

Religion : Islam

Languages Known :

Speak : English, Malayalam,
Tamil, Hindi, Arabic

Objective

To work in a challenging environment for utilizing my potential and skills at a best that will contribute positively to firm with which I shall work.

Personal Ability

Good leadership qualities, Enthusiastic, Self motivated, Excellent team-player, Good communication skills, Hard Working and disciplined

Academic Record

| <u>Examination</u> | <u>Board/University</u> | <u>School/College</u> |
|--------------------|-------------------------|-----------------------|
| M com | Annamalai university | Chinmanyya Thrissur |
| B com | Calicut University | MES Valanchery |

**Write : English, Hindi,
Malayalam, Arabic**

| | | |
|------------|---|-------------------------------|
| XII | Higher Secondary Board of Kerala | LNC Valanchery |
| X | Secondary Board of Kerala | PTM YHSS Edappalam |

STRENGTHS:

- Keen Interest of learning new ideas about the new technologies
- Never give up any sort of challenging job
- Quick working team building capability
- Ready to take any sort of responsibility
- Quick learner with ability to learn
- Can handle the pressure in drastic situations
- Zeal to excel

HOBBIES:

Reading, Driving

IT Skills:

TALLY ERP 9
MS OFFICE
PEACHTREE
QUICK BOOKS
CORREL DRAW

Organization Experience:

Golden Tulip (Buraidah, Al-Kassim- Saudi Arabia)

Worked at Accounts Department for 3 years (2012-2015)

- Preparation of Financial Statement
- Compilation of Accounts
- Monthly and Half yearly reporting
- Bank Reconciliation, etc.

KMA SUPER MARKET (Palakkad, Kerala, India)

Worked As Accountant for 3 years (2008-2011)

I was working in this Company as Accountant with Sales man. My Job responsibility is to assist to my Senior Accountant in preparation of complete accounting cycle, including

- Maintaining general ledger, party ledgers, sales ledgers, purchase ledgers
- Maintaining of day today banking functions, including Bank reconciliation statement
- Doing voucher entries
- Having an extensive experience in processing and all type of billing jobs.

Presently Working in Twif Telecommunication, Tirur and Valanchery [Store & Accounts Managing] 2015 onwards.

Declaration

I hereby declare that above stated information are true to the best of my knowledge and belief.

Date :

Place: West Kaipuram-Pattambi

[SADIK P.T]