

SULFIKAR THANVEER A.K  
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## Objective:

Achievement-driven professional targeting assignments in **Finance & Accounts/ Financial Reporting/ Asset Management/ Budget & Controlling and VAT** with an organization of high repute preferably in **UAE/Open**

<b>Total experience</b>	<b>13 years</b>
<b>Expertise</b>	Finance and Accounts, MS office and Excel, Reporting, Budgeting, Data analysis, Monitoring & Assessing.
<b>Education</b>	MBA – Finance

## Experience

**COMPANY: B&K Group SEP 2023 - Working**

**JOB TITLE: Senior Accountant**

- **Reports:** Preparing Monthly Financial report, sales forecast and compression for discuss with management on monthly basis. And preparing BEP, daily & monthly cash flow, salesmen wise & items wise profitability report and daily bank position..
- **Creditors:** Sales invoicing, sending SOA, follow up for collection on daily basis, booking receipts on collection basis (Transfer, Cash Cheque & Letter of Credit), updating daily receivables and weekly & monthly receivable meeting with sales men & management.
- **Debtors:** Checking supplier invoices, booking, checking SOA with supplier SOA and processing for payments (Cash, Cheque, Bank Transfer & Letter of Credit)
- **VAT:** Checking Vat Calculation with original documents, Quarterly Vat Filing and Refund submission & Payment for VAT Return.
- **WPS:** Calculation of Labors Overtimes, record of Labors absent & Staff Absent and Preparing Payroll & process for WPS, and Record of Annual Air ticket, Leave Salary & ENOS and Final Settlement.
- **Daily & Month end Entries:** Daily & Monthly Bank Reconciliation, Month/Year End accounting Entries to close the financial period.
- **Fixed Asset & Inventory:** Monitoring Fixed Asset Register, Depreciation and inventory monitor & monthly stock taking.
- **HR & Admin Work:** New/Renewal of Visas, Renewal of Vehicle Registration and Other Admin work on daily basis.

**COMPANY: AL MAZROUI MEDICAL GROUP NOV 2012 – AUG 2023**

**JOB TITLE: Management Accountant**

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### **Duties and Responsibilities**

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- **Formulating annual budgets** in consultation with various sister companies/ divisions and Department Heads
- Prepares **Quarterly Management Reports** with analysis of variances between approved budgets and actual performance of each Business Unit and the Company as a whole.
- Manage and update the **fixed assets** register to ensure that information regarding additions, depreciation, disposals were accurately recorded and timely reconciled to the general ledger.
- Prepare **financial statement** and produce budget according to schedule.
- Assist with preparing **tax returns** and corporate reporting requirements
- Maintaining daily cash position and Preparation of timely **cash flow forecasting**
- Verifying payroll sheet including leave & final settlement for the employees.
- Debtors and Creditors **aging analysis**.
- **Manage accounting** assistants and Bookkeepers
- Liaise with our Financial manager and Accounting manager to improve **financial procedures**
- Support month-end and **year-end close process**
- Developed strong partnerships with sales team, **suppliers and customers**
- Worked closely with auditors in **preparing audited financial**
- Verifying, allocating, posting and reconciling accounts **payable and receivable**

**COMPANY: ICON TECHNICAL SOLUTION FZC SHARJAH**

**FEB2012- NOV 2012**

**JOB TITLE: ACCOUNTANT**

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### **Duties and Responsibilities**

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- Handle complete books of accounts independently up to completion including books of transaction, cash, AP/ AR, credit settlements, credit control, invoicing, general ledger and accruals.
- Prepare monthly profit and loss accounts, finalizing balance sheet and monthly bank reconciliation.
- Responsible for cost functions
- Prepare monthly payroll and maintain related documents independently
- Bank: Preparing all the documents for Letter of credit, Trust Receipts, Short Terms Loan, Commercial Loan, Business Loan & Bills Discounting and Dealing with bank on daily operation

***JOB TITLE: AUDITOR***

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**Duties and Responsibilities**

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- Responsible for preparing audit strategy and setting budgets and pricing, scheduling audits, selecting staff and assigning workloads and financial reporting.
- Communicate with clients the audit findings and discuss with them the necessary adjustments.
- Tax Planning for individuals and firms.
- Conducted Concurrent audit and Tax Audit of banks and firms.
- Evaluate and report audit findings, recommend changes to correct unsatisfactory conditions, improve operation, reduce costs, and ensure compliance with company and governmental needs.
- Assisted Chartered Accountant for statutory auditing of companies, firms, banks etc.
- Independent finalization of accounts of proprietary concerns charitable institutions, companies and partnership firms.
- Selects staff; assigns audits; reviews audit work papers and determines material problems; evaluates staff; develops and provides training to staff.

**Awards and Achievements**

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- Award for best performance 2011
- Award for Valuable contribution to SAP implementation 2015

**Professional traits**

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- Good in communication, and presentation, and ability to interact with all levels of staff.
- Strong Analytical and Problem-solving skill.
- Good in planning and coordinating tasks, to complete in given timeline.
- Quick learner and good team player.
- Open to learn and adapt to new challenges.

**Education**

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**MBA Finance** - Visvesvaraya Technological University, Karnataka, India (2008-2010)

**B. Com** - Kannur University (2005-2008)

### **Academic Project/Internship**

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- A Project report on a Study “Constraints of NPA” of PERIYA CO-OPERATIVE BANK, KASARGOD, KERALA.

### **Computer Knowledge**

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- MS Office (MS Excel, MS Word, Visio Etc.), Tally, Finacle (Banking software), SAP , Quick Book

### **Personal Details**

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Date of Birth: 10th April 1988

Languages Known: English, Malayalam & Hindi

Address: Al Nahda, Sharjah

Nationality: Indian

Visa Details: Golden Visa, Sep 2033.