

# SD ASAD

## ACCOUNTANT



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**ADDRESS:** AL QUSAIS IND 4 -  
**DUBAI**

An Accountant **From SEVA MACCS LIMITED**. Have been 3 years of experience in Financing and Accounting processes. Involved in meeting For decision making in Financing Revival , Took up work of financial inclusion and independence through interest-free microfinance

### Career Objective

To be recognized as an efficient & competent individual having professional expertise. Being a hard worker with a positive attitude, I aspire to prove my talent. My broad level future goal is to become a world-class professional providing service of Domestic and International standards.

### Academic Credentials

<b>M.COM (ACCOUNTS) , TELANGANA UNIVERSITY, NIZAMBAD</b>	May, 2020
<b>B.COM (CA), SATAVAHANA UNIVERSITY KARIMNAGAR</b>	May 2018
<b>Higher Secondary Certificate (10+2), TS Board Of Intermediate Education (SSC), Andhra Pradesh Board Of education –Goutham High School</b>	Apr 2015 May 2013

### Work Experience

#### Professional Work Experience

← **Previous Engagement: SEVA MUTUALLY AIDED COOPERATIVE SOCIETY LIMITED – KORUTLA (KARIMNAGAR)**

**Designation: Cashier Cum Accountant**

**Period:** 26 Jan 2019 to 31 Mar 2022

#### Work Profile:

## **Cashier cum Accountant:-**

- Tax Compliances
- Develop And maintain accounting system ,docuements, records of the Organaisation
- Payroll Activity Of Entire Dept
- Prepare TDS report, According to rules and regulations of branch
- Daily accounting entries in the regular course of Branch activities.
- reconciling bank statements
- Reconcile accounts payable and receivable
- Invoices maintaining
- Report on the company's financial health and liquidity
- Coordinating with auditors for finalization, conducting internal and statutory audits;
- Preparing asset, liability and capital account by compiling and analyzing accounts information.
- Prepare profit and loss statements.
- To process accounting and taxation related laws and updates.
- Mobilize financing, donations, & members for the development of the branch Timely quarterly and annual compliances
- Manage compliance in terms of banking regulations and updates.
- To liaise with authorities to ensure Branch Activity and regulations.
- coordination with the authorities
- Prepare Financing Report Then Send To Manager For Analysing Of branch Financing

### **Soft Skills**

☛ Microsoft word	● ● ● ●
☛ Microsoft Excel	● ● ● ●
☛ Microsoft PowerPoint	● ● ● ●
☛ Tally ERP 9 & Prime Software	● ● ● ●
☛ Impact Finance Software	● ● ● ●
☛ <u>Blue Domain Web Mailing</u>	● ● ● ●

## Personal Information

**Nationality:** Indian

**Marital Status:** Single

**DOB:** 06-07-1998

**Languages:** English, Urdu , Hindi ,Telugu

**Hobbies:** Travelling, Volunteering, community service or charity work.  
Reading blogs and updates,

**Mobile No:** **+971 509967456**

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**Visa Status:** **Visit Visa(VALID TILL 15/8/2022)**

**Passport Number:** **T1137096**

**Date of issue:** **22/04/2019**

**Date Of Expiry:** **21/04/2029**