

SADAQAT ALI

- MASTER OF COMMERCE
- ACCOUNTS AND FINANCE PROFESSIONAL



ABOUT ME

Accountant 9+years of Experience seeking Challenging assignment in the domain of Finance, Accounts, and taxation with growth-oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards Organization's goals.

ACADEMICS

2014

MASTER OF COMMERCE

Mahatma Jyotiba Phule Rohilkhand University - Bareilly, Uttar Pradesh INDIA

2011

BACHELOR OF COMMERCE

Pt. Deen Dayal Upadhyay Rajkiya Mahavidhyalaya -Tilhar, Uttar Pradesh INDIA

2008

INTERMEDIATE

Uttar Pradesh Board - Tilhar, UP INDIA

2006

MATRICULATION- SCIENCE


Uttar Pradesh Board - Tilhar, UP INDIA

CONTACT ME

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 /sadaqat-alispn

 Flat Number 203, Sheikh Abdulla Bin Mohammad Building, Deira, Dubai

EXPERIENCES

2020

BINGHANNAM ACCOUNTING AND AUDITING FIRM - DUBAI, UAE

CONT.. *Accountant*

- Different Clients Accounting Transaction
- Preparing financial statements.
- Perform financial modelling on monthly basis.
- Accounting Review Monthly and weekly Basis.
- Petty Cash Expenses check physical invoice with opening and closing.
- Checking of Purchase Bill and matching with Ledger in Focus.
- Checking of Sales Invoice and matching with Ledger in Focus.
- Checking of closing stock Monthly in Focus.
- Checking of Accounts Receivable monthly Basis in Focus.
- Checking of Accounts payable monthly Basis in Focus.
- Checking of Bank balance monthly Basis in Focus.
- Sales entry entered in QuickBooks Online.
- Purchase entry entered in QuickBooks Online.
- Sales entry entered in QuickBooks Online.

- Sales entry entered in QuickBooks
- Purchase entry entered in QuickBooks
- Petty cash Expense entered in QuickBooks
- Bank transaction entered in QuickBooks
- Credit card Expenses entered in QuickBooks
- Accounts Receivable entered in QuickBooks
- Accounts Payable entered in QuickBooks
- Making Cash flow Reports Monthly Basis.
- Financial Reporting Monthly.
- Quarterly VAT Filing

2017 PNB HOUSING FINANCE LTD - DELHI, INDIA

Accountant

- Post Customer payments by recording cash and cheques.
- Preparing bill receivable, invoice and bank deposits.
- Processing all entries related to Accounts Payable / Receivable.
- Bank Transition Including Bank Reconciliation.
- Passing Journal Entries.
- Monitoring Incoming payments.
- Securing revenue by verifying and posting receipts.
- Day to day Accounting.
- Verify discrepancies by and resolving clients billing issues.
- Suppliers bill check with purchase order.
- Maintaining MIS reports, Tracker.
- Maintaining Vendor Master and Customer Master.
- Maintaining Reports Related to Director Expenses.
- Work on Excel and ORION software.

2014 CRA AND ASSOCIATES- DELHI, INDIA

Account Executive

- Documented sales, customer interactions and concerns and generated update reports to senior management.
- Consulted with clients on business issues and developed innovative proposals.
- Identified new business opportunities through cold calling, networking, marketing and prospective database leads.

- Roles and responsibilities.
- Accounting.
- Aging Debtor/Creditors.
- Bank Reconciliation.
- Party Reconciliation.
- Update day to day expenses.
- Vendor payment.
- Good knowledge of outlook.
- Generating Bill Realization Certificate.
- Work Expert on Excel, Word and BAAN Software.

SKILLS & PROFICIENCIES

- Billing performance reports
- Excel V-lookup
- Advance Excel
- Lookup Tables
- Excel Power Query
- Power BI
- Learning of Microsoft Dynamics.
- Debtor account maintenance
- Payment collections
- Excel Pivot tables
- VAT filing
- Invoicing and collections
- Accounts payable and receivable

TECHNOLOGIES

- Ms Office (Full professional proficiency)
- Quick Book (Full professional proficiency)
- Zoho (Full professional proficiency)
- Tally (Full professional proficiency)
- SAP (Full professional proficiency)
- Focus (Full professional proficiency)
- Busy (Full professional proficiency)

PERSONAL DETAILS

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|----------------|-----------------------|
| Birth Year | January 1991 |
| Nationality | Indian |
| Language | Hindi, English & Urdu |
| Marital Status | Unmarried |