

SADAM USAIN

ACCOUNTING & TAXATION

Coimbatore, Tamil Nadu.

Objective

I am a (US CMA -Semi qualified) candidate with two and half years relevant experience in accounting, book keeping, payroll and taxation and actively looking for a new opportunities which gives a scope to enhance my knowledge and utilize my skills towards to the growth of my organization.

Experience

BS Offshore Accounting Services LLP

Accounts Executive - (Apr 2021 - Present)

- Manage all account transactions.
- Reconcile account payable and receivable.
- Prepare and post journal entries to the accounting system.
- Review the general ledger and finalization of accounts.
- Manage book keeping in Quick books and Xero.
- Collect time sheet data and prepare payroll in quick books and Xero.
- Prepare and review the Profit & loss and balance sheet.
- Prepare GST reports (Business Activity Statement & Installment Activity Statement) and lodge with ATO for Australian companies.
- Single Touch Payroll - STP reporting and lodge through quick books and xero.
- Prepare the tax returns and financial statements for Australia based individual, companies and trust.

SKR Infra Builders & Developers

Accountant - (Jan 2020 - Apr 2021)

- Manage the company accounts (Invoice and billing) in Tally ERP 9.
- Prepare the project quotation and proposals.
- Petty cash management and Office administration.
- Weekly payroll preparation and material usage reports.
- Project accounting and trading account preparation.
- Assist to prepare the GST R1 and GST R3B returns.

Contact Me

Phone No: + 91 63791 96769.

Mail ID: saddhu.msd17@gmail.com

Address: 64, Vathal kara Line ,
Konar Thottam, Ramamoorthy
Road, Selvapuram, Coimbatore -
641026.

Skills

- ◆ Journals
- ◆ Finalization of accounts
- ◆ Payroll
- ◆ Book Keeping
- ◆ Direct and Indirect Tax
- ◆ Tax Preparation and Analysis
- ◆ Financial Reporting & Analysis
- ◆ Fixed Assets
- ◆ AR & AP
- ◆ BAS & IAS Reporting
- ◆ STP Lodging
- ◆ GL Review
- ◆ Quick Learning
- ◆ Problem Solving
- ◆ Time Management

Computer Skills:

- ◆ Quick Books
- ◆ Xero
- ◆ Tally ERP
- ◆ MS Excel
- ◆ MS Word
- ◆ Pivot Table

Language Skills:

- ◆ English
- ◆ Arabic
- ◆ Tamil

Personal Details

- ◆ D.O.B - 20/01/1998
- ◆ Gender - Male
- ◆ Marital - Single
- ◆ Native - Coimbatore

Education

- 1) Institute of Management Accountant - (2018 - Present)
C M A - Certified Management Accountant
- 2) Annamalai University - (2019 - 2021)
Master of Commerce - Accounting & Finance
- 3) University of Madras - (2015 - 2018)
Bachelor of Commerce - General Commerce.
- 4) Athayi Arabic College - (2011 - 2015)
H.S.L.C.- 2015
S.S.L.C - 2013

Self - Declaration:

I here by declare that the above particulars of information stated are true, correct and complete to the best of my belief and knowledge.

Signature

Sadam Usain