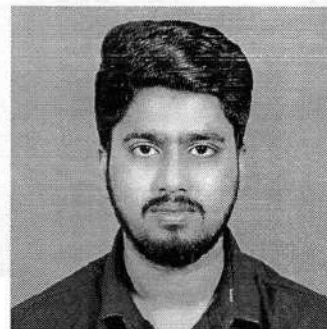


# SYEDLAREEFJASEM.K

ACCOUNTANT



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Coimbatore, Tamil Nadu

<https://www.linkedin.com/in/syed-lareef-jasem-352545286/>

## SKILLS

- Tally and GST Filing.
- Pivot Table, XLOOKUP & VLOOKUP skills in MS Excel.
- Communication skills.
- Negotiation skills.
- Problem-solving skills.
- Organization and time management skills.

## EDUCATION

### HIGHER SECONDARY SCHOOL

KPM Matric High School

2014 - 2015      Percentage - 60%

### BACHELOR OF COMMERCE - FS

PSG ARTS AND SCIENCE COLLEGE

2015 - 2018      CGPA      - 5.25

## PROFILE

As an accountant with Four years of experience, I have a proven history of managing complex financial reports and ensuring compliance with regulations. Possessing strong analytical skills and intimate knowledge of accounting software, I can swiftly compile data into accurate statements. My attention to detail enables me to quickly identify discrepancies or irregularities. I am confident in my ability to deliver results under pressure while maintaining excellent standards of quality control.

## EXPERIENCE

Khandelwal Cables Ltd, Cbe.

September 2019 - (Present)

### ACCOUNTANT

- Documenting financial transactions
- Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations.
- Reviewing financial documents to resolve any discrepancies and irregularities.
- Processed monthly payroll and Maintained employee time records including edits, corrections, and adjustments.
- Reconciling already documented reports, statements and various transactions.
- Creating, reviewing and presenting budgets.
- Recommending financial actions by analyzing accounting options.
- Cooperating with auditors in preparing audit reports.
- Providing guidance on revenue enhancement, cost reduction and profit maximization.
- Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement.
- Submitting annual tax returns.