

MOHAMMED SIDDIQ ALI

ACCOUNTANT

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Mobile: 0554176079



Professional summary

Detail-oriented Accountant with 5 years of experience in managing financial operations using Tally Prime, including accounts payable/receivable, financial reporting, reconciliations, and budgeting. Proficient in handling day-to-day accounting tasks, preparing financial statements, and ensuring compliance with financial regulations. Strong attention to detail and accuracy, with excellent skills in Microsoft Excel and accounting software. Able to thrive in a fast-paced environment and meet tight deadlines while delivering high-quality results.

5 YEARS OF WORK EXPERIENCE:

➤ DIAMOND RUBBER INDUSTRIES: ACCOUNTANT

SEPTEMBER 2019 - AUGUST 2024

- Managed day-to-day accounting operations using Tally ERP9 and Tally Prime, ensuring accurate financial records.
- Recorded and maintained financial transactions, including accounts payable/receivable, purchase, and sales entries.
- Reconciled bank statements and prepared monthly financial reports, ensuring accurate financial data.
- Handled invoicing and ensured timely payments and collections for accounts payable and receivable.
- Assisted in financial forecasting and budgeting, providing valuable insights for planning and decision-making.
- Prepared financial statements and reports for management, ensuring compliance with regulatory standards.
- Monitored cash flow and provided daily cash position reports to support financial decisions.
- Collaborated with the finance team to streamline financial processes, improving efficiency and reducing month-end closing time.

EDUCATIONAL QUALIFICATIONS:

- Master of Commerce (M.Com) – Osmania University, 2023.
- Bachelor of Commerce (B.Com) General - Osmania University, 2019.
- Intermediate (CEC) - From Board of Intermediate, 2016.
- Secondary School Certificate (SSC) – Board of Secondary Education, 2014.

VISA Status: Visit Visa



Hor Al Anz, Dubai UAE.

Passport Details:

Passport number: V4073048

Expiry Date :17-11-2031

Personal Details:

Date of birth : 04-08-1998

Sex :Male

Nationality :Indian

Marital status :Single

Religion :Muslim

Languages Known:

English, Hindi, Urdu.

TECHNICAL SKILLS:

- Software: Microsoft word, Microsoft Power Point, Microsoft Advance Excel (Advanced).
- Accounting Software: Tally ERP9, Tally Prime.

CERTIFICATIONS:

- GCC VAT Certification.
- Tally ERP 9 Certification.
- Advanced Excel Certification.

PERSONAL ATTRIBUTES:

- Creative, hardworking, and self-motivated.
- Strong decision-making and leadership skills.
- Excellent communication skills with a flexible and adaptive personality.
- Quick learner, able to grasp new concepts efficiently.

DECLARATION:

I hereby declare that the information provided is true and accurate to the best of my knowledge. I am confident in my ability to meet the requirements of the Tally Accountant role and contribute effectively to the team.

Yours Faithfully
MOHAMMED SIDDIQ ALI