

# SAMI AKHTAR

## ASSISTANT ACCOUNTANT

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Email  
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Nationality  
Indian

Total Work Experience  
1 year 1 month

Language  
English

Address  
Hyderabad, India



### KEY SKILLS

- accounting
- Financial Accounting
- Sap
- Accounts Payable Receivable
- Corporate Tax
- Tally
- QuickBooks
- VAT
- Journal Entries
- Banking Operations
- Book keeping
- Erp
- Taxation
- Cash Flow

### PROFESSIONAL EXPERIENCE

#### Karachi bakery & cafe

Assistant Accountant

Jan 2024 - Mar 2025

Hyderabad, India

Demonstrated expertise in bookkeeping and accounting operations, ensuring accurate financial recordkeeping and adherence to compliance standards. Key responsibilities include:

- Maintaining financial records: Accurately recording daily transactions and reconciling accounts to guarantee financial integrity.
  - Assisting in monthly close processes: Collaborating with the finance team to prepare monthly financial statements and reports efficiently.
  - Implementing effective controls: Contributing to the development of internal control policies, improving operational efficiencies.
- Skilled in using accounting software and tools to streamline processes, resulting in timely and accurate financial reporting.

### EDUCATION

#### Bachelor of Commerce - Commerce

RDS College muzaffarpur, Bihar, India

2024

India

### ABOUT

Results-driven finance professional with extensive experience in financial record-keeping, analysis, and reporting. Proficient in relevant software tools and committed to delivering accurate financial insights that support strategic decision-making. Known for strong analytical abilities and a meticulous approach to data management, I excel in both **independent** and **team-oriented** environments. My background reflects a proven track record of enhancing financial processes and contributing to operational efficiency, demonstrating a keen ability to adapt to dynamic business needs. I am dedicated to leveraging my skills to drive positive outcomes and support organizational goals.