

SAMI AKHTAR

ASSISTANT ACCOUNTANT

Phone
+91 7250048754

Email
samiakhter666@gmail.com

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.