MOHAMED ANWAR BADUSA SAFFIUDEEN

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Summary

Highly analytical, deadline driven accountant clerk who completes accounting activities with accuracy and speed with strong work ethic and sense of ownership needed to excel in governmental-regulated environment. Skilled accountant of 2 years work experience with income and sales tax analysis.

Skills

* Tax accounting
* Customer relations
* Operating TallyE 9.0
* Knowledge of accounting terminology
* Knowledge of accountant rules and legislation
* Prioritization, Communication, Typing skills

Work History

Tally Clerk SHARIFF &CO.,

Chennai, India

(2014-2016)

* Reviewed collection reports to determine the status of collections and the amounts of outstanding balances.
* Processed payments as well as documents like invoices.
* Issued invoices to customer based on services rendered and /or goods sold.
* Made bank deposits and documented the records.
* Maintaining spreadsheets and preparing statutory accountants.
* Cash allocation and sales order processing.
* Receiving and processing expense forms and request for paymnent.
* Verifying calculations working with accountant system.
* Reconciliation of direct debit and managing petty cash.
* Performed income tax and sales tax filing.

Education

Bachelors of Commerce-General The New College

2014-17 Peters Colony, Royapettah,

Chennai- 600014, India

Secondary education M.C.C Mat.Hr.Sec.School

2012-2014 Chepet, Chennai 600031, India

SSLC St. Marys Anglo Indian High School

2012 110, Armenian Street, George Town,

Chennai 600001, India