

SAYYED KARIM

Accountant



BASIC INFORMATION

Bhagatwadi, Akola, Maharashtra, India
sayyedkarim9922@gmail.com, +918530313575
Date of birth: August 23, 1993

CAREER SUMMARY

Versatile accounting professional with several years of experience and proficiencies in account management and reporting. Well versed in financial analysis, tax compliance, and account reconciliation. Skilled in preparing accurate financial reports, ensuring adherence to tax regulations, and maintaining clean and audit-ready financial records.

WORK EXPERIENCE

Accountant

November 2024 - Present

Agrawal CA Firm

- Support various businesses for tax planning, advise on tax laws and regulations, and file income tax returns.
- Examine books of accounts of organisations to verify their accuracy and completeness.
- Finalize profile and loss account and balance sheet of organisations for submission to income tax department.

Accountant

March 2023 - September 2024

Sang Lee Stainless Steel Co. (Saudi Arabia)

- Sang Lee Stainless Steel Co. is a group of companies with many businesses - Steel Structure Contracting and Plastic Factory.
- Monitored balance sheet and income statement to evaluate financial performance.
- Recorded financial transactions using Odoo ERP and generated MIS reports.
- Prepared monthly VAT report for submission on ZATCA portal.
- Assisted external auditor during annual audit.
- Coordinated with Saudi lawyer to initiate and manage legal proceedings against customers for bad debt recovery.
- Reconciled bank accounts and general ledger accounts on a monthly basis.
- Accurately managed payroll for a diverse workforce of 250+ employees.
- Managed accounts receivable and payable, including preparation and analysis of aging reports.
- Processed creditors payments by verifying invoices, matching them with POs and receipts, scheduled payments per terms, and ensured proper approvals.
- Tracked and recorded all petty cash transactions, ensuring compliance with company policies and timely reporting.

Accountant

February 2021 - February 2023

RK Jain and Company, Akola

- RK Jain & Company is a group of companies with construction and land building/developing business.
- Maintained detailed records of expenses for various construction sites.
- Accurately processed payments of vendors against certified bills.
- Prepared monthly financial statements for company.
- Reconciled monthly general ledger & bank accounts.
- Tracked outstanding amounts from customers for timely collection.

Accountant

August 2015 - December 2020

Al Nahdha Al Omaniah Company LLC, Muscat, Oman

- Al Nahdha Al Omaniah Company LLC is a group of companies with many businesses - Construction, Steel Structure Contracting, Wooden Joinery and Aluminum Fabrication, Trading of Electronics.
- Prepared monthly income statements for company.
- Maintained daily attendance of employees and prepared payroll report for more than 200 employees.
- Summarised list of accounts receivables and followed up with clients for collection of funds.
- Processed creditors invoices with proper certifications after confirming goods received notes.
- Handled monthly petty cash expenses and submitted report to management with proper certifications and bills.

Accountant

June 2014 - April 2015

Royal Marketing

- Royal Marketing is a distributor company of cleaning accessories mainly stainless steel scrubber.
- Maintained detailed accounting records and prepared monthly and year-end financial statements.
- Prepared daily sales report to track revenue.
- Generated weekly debtor reports and assisted in debt recovery processes.
- Prepared creditor's report for timely payments of purchase invoices.

EDUCATION

B.COM

JUNE 2010 - MARCH 2013

L.R.T. COLLEGE OF COMMERCE, AKOLA

- Bachelor of Commerce (Accounting & Finance)

TECHNICAL SKILLS

- Experienced in working on Odoo ERP Online Software, ERP Axpert Online Software, Tally ERP.
- Well versed with Ms office (MS Word, MS Excel, MS PowerPoint)

SKILL SUMMARY

- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Able to effectively manage multiple responsibilities requiring extreme attention to detail.
- Confident communication skills with substantial public speaking.
- Highly trustworthy, discreet and ethical.