

SULFIKAR B

SUMMARY

A qualified **CMA professional**, well versed in Financial Accounting concepts and principles, Audit Procedures, Internal Controls & GAAP Accounting **and 8+ years of experience in India** seeking a responsible and challenging position in a reputed organization in the field of Finance & Accounts, and invest all my professional skills, qualification, valuable experience to the optimum level to facilitate continued career growth and to produce best results for the organization

PROFESSIONAL EXPERIENCE

Asst. Manager Accounts - (December 2019 to September 2022)

Smart City Thiruvananthapuram Ltd, Kerala, India

Key Achievements

- Finalizations of accounts, preparation of financial statements
- Reporting to the management regarding the financial position, revenues and expenses.
- Filings of Statutory compliances.
- Preparation of Budgets, Cash flow statements and financial planning and forecasting
- Monthly MIS report preparation.
- Corporate Finance/Working Capital Management-Receivables/Payables
- Cooperating with internal and external audit team and facilitating all the necessary audit requirements.
- Liaisoning with Tax Authorities, Bank officials and Consultants.

Accounts Manager-(July 2017 to December 2019)

AlArif Hospital, NABH Accredited Multi Specialty Hospital, Kerala, India

Key Achievements

- Finalization, Preparation of financial statements & liaisoning with auditors
- Forecasting –Preparation of budgets, performance evaluation, Cost control and cost analysis
- Monthly MIS analysis and reporting.
- Liaisoning with Auditors and communicating with bank authorities.
- Inventory management – Physical and management of inventory.
- Complying with the formalities of Business diversification and take part in different discussions for the same.
- Filings of statutory compliances
- Working Capital Management/Corporate Finance-Receivables /Payables, Credit control, day today fund management, General business Management etc



CONTACT / INFO



✉ cmasulfikarb@gmail.com

📅 05th July 1989

📍 Trivandrum, Kerala

🌐 Indian

Visa Type- Visit

KEY FEATURES

Corporate

Management

Team working ability

Communication Skills

Interpersonal skills

Analytical ability

Problem-solving skills

General Administration

Team Management

Relationship Management

Collaboration

Strategic Planning

Project Management

Account Management

Time Management

Customer Service

Reporting & Documentation

Professional Qualifications

CMA-Institute of Cost Accountants of India (2021)

B.com-Kerala University-Kerala

COMPUTER SKILLS

Tally.ERP-9,

Prime

MS Office Suite

Custom made ERP software-HIS

Internet Applications

LANGUAGE

English (**RWS**)

Hindi (**RWS**)

Malayalam (**RWS**)

Arabic(**RW**)

INTERESTS

Listening Music

Sports/Games

Travelling

Movies

Senior Accountant - (July 2014 to June 2017) Manarul Huda Trust-Kerala,India

Key Achievements

- Individual handling of Accounts, Inventory management
- Preparation, finalization and review of financial statements.
- Bank Reconciliations
- Statutory filings.
- Manage everyday work activities appropriately.
- Handling Queries of audits.
- Monitor all data entry operations and ensure compliance to timeframe.
- Ensure and maintain effective professional relationships with staff.
- Coordinate with team members and ensure achievement of all team objectives and goals.
- Miscellaneous experience in Income Tax returns, Service Tax, VAT Audit, Tax returns

PERSONAL INFORMATION

Father Name : Badarudeen

Religion : Islam

Marital Status : Married

Driving License : India (2 Wheeler,4 wheeler)

Declaration

I declare that the information given above is true to the best of my knowledge.

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