



**SIRAJUDDIN**

Mangalore, INDIA, 574217

Linkden my profile link:- [www.linkedin.com/siraj-sk](http://www.linkedin.com/siraj-sk)

E-mail:- [sirajsk0991@gmail.com](mailto:sirajsk0991@gmail.com)

Ph no:- [+91 88611 56254](tel:+918861156254)

**Looking for :-**

**I Accounts & finance I Senior level management I**

**Career objective:-**

Graduated-level educated bachelor computer application specialization with an open set of skills applicable across various areas and roles. having a progressive six plus years of experience in accounts and finance , transporter In charge, senior level management, can deal with the activities of various departments concerned with the accounts and finance, transporter In charge, senior level ,management. Perform well in highly pressure and competitive environments.

**Education and training:-**

- ❖ Sap associated institution mangalore, INDIA -Sap in financial accounting and central finance-2015( 3 month training course)
- ❖ Indian institute of computer technology bangalore, INDIA –Diploma in computer application 2014-15(6 month training course).
- ❖ Manipal computer association mangalore, INDIA-Tally erp 9.0- 2014(one month training course).
- ❖ Mangalore university, sacred heart college, karnataka, INDIA –B.C.A in computer application- 2014(major in computer science).
- ❖ Karnataka pre university board, INDIA- commerce, general -2011(major in accounts and business administration).
- ❖ Karnataka secondary education and examination board- sslc (2009)

**Professional experience in more than six years**

1. **Company name** :- MNT TRADING IMPORT AND EXPORT COMPANY.,INDIA.  
**Period** :- April 2019 to to till date.  
**Designation** :- Chief accountant.
2. **Company name** :- OCEAN CONSTRUCTIONS INDIA Pvt ., Ltd., INDIA.  
**Period** :- December 2015 to February 2019.  
**Designation** :- Accounts management, tender & goods(freight)transporter in-charge.
3. **UNDER** :- V. RAGHAVENDRA B.com, FCS, ACS.,(Chartered accountant) INDIA.  
**Period** :- April 2014 to May 2015.  
**Designation** :- Worked as audit cum assistant accountant.
4. **UNDER** :- MOHAMMAD MUSTHAF M.com, STP.,( Sales tax practitioner) INDIA.  
**Period** :- July 2015 to November 2015.  
**Designation** :- Worked as audit cum assistant accountant.

**Special Note** :- When I worked under a CHARTERED ACCOUNTANT or SALES TAX PRACTITIONER, there were many organizations and i have the experience of accounting all those organizations . these are textile's firms, areca nut traders, hotel's or restaurant ,jeans shop, plywood's or timber merchants, scarp merchants, whole sale dealer's in spare parts, plastic merchants, construction's or builder, fancy materials shop's, hardware shops, hospitals, travels and tourism firms, medical shop's etc.,

**Accounts responsibilities:-**

- Maintaining the daily employee attendance details and submission of attendance reports to the directors of the company every month.

- Every month calculating employee salaries, deductions, overtime ,allowances, employee provident fund, employee state insurance, incentives, yearly end bonus, any financial claim and submission of all reports to the directors of the company every month.
- Maintaining the all bills and entering the bills like purchase, sales, cash bills through tally ,ms excel.
- In every month maintaining the bank statements and entering statement details through tally, excel.
- Our company buys materials from so many firms. setting rates and paying money for all those firms.
- Daily calculating vendor's payments and all vendors payments reports submitted to the director.
- Prepares and maintaining the accurate records and reports of payroll transactions.
- Manage all accounting transactions and maintaining the all client files.
- Preparation and filing of gst, income tax, service tax, tds return.
- Finalize the day's balance, and prepare and print management reports.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Making use of technology to develop, implement, modify, and document record keeping and accounting systems.
- Preparation and maintenance of various registers like purchase, sales , journal , debit note, credit note, stock , post date check (pdc), receipt (rr),payment(pr),demand collection balance(dcb),etc.
- Calculation of monthly, quarterly & yearly sales tax of clients.
- Assigned to maintain the clients accounts; general ledger, purchase and sales records.
- Handling petty cash and preparation of periodical statements.
- Prepare the balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, etc.,
- Communicate effectively with clients and updating accounts receivable and issue invoices.
- Communicate with manager and/or director on work status and client issues that arise.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Maintains accounting controls by preparing and recommending policies and procedures.

#### **Purchase responsibilities:-**

- ❖ Preparing purchase order, receipt notes and maintaining list & identify new supplier.
- ❖ Issuing enquires and obtaining quotation and follow up vender for timely deliveries.
- ❖ Preparing monthly stock reports & physical stock taking.

#### **Tender responsibilities :-**

- Excellent knowledge in preparation of tenders & procedures / bidding and submission of tenders.
- Uploading/submitting the documents (general/technical/commercial) in the online platform.
- Getting /procuring digital certificates for online tenders participation.
- 8Attending the tender opening and pre bid meeting when required.

#### **(Frieght)Goods in-charge responsibilities :-**

- Assisting the managing shipment and custom activities for import services.
- Every week all transport coordinators are weekly all transportation report should be submitted to the freight manager.
- Analyze expenditures and other financial information in order to develop plans, policies, and budgets for increasing profits and improving services.

- Obtaining, checking and preparing documentation to meet customs and insurance requirements, packing specifications, compliance with overseas countries' regulations and fiscal regimes.
- Maintain the good relationship with vendors and service providers to improve overall business.
- Review environmental audits for logistics activities, such as storage, distribution, or transportation.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.

**Special skills .strengths and achievements:-**

- **Computer specialization** earned degree in bachelor computer application specialization from university. additional knowledge of tally erp 9.0, diploma in computer application and sap in financial accounting.
- Proven work experience as a goods transportation manager, and specially in accounts.
- I visit school; colleges and talk to students there as a motivational speaker, tell them some information and motivate them mentally. i also awarded has **BEST MOTIVATIONAL SPEAKER** in 2019.
- I have also received the **BEST ALLROUND WORKER** and **EXCELLENCE IN PERFORMMENCE** award in the past years(2018,2019).
- Participated in state and national level research paper competitions during the study, bagged certificates and appreciation from the event organizers.
- A detail oriented with excellent knowledge of accounts possesses rich experience of 6+ years of experience in tender ,purchase, accounts, transporter sectors.
- A leader with strong sense of initiative and expertise in competitive and multi-task in environments.
- Excellent memory power and expert in ms office, excel, sap ,tally ,social media and coding based programmer(java,c,c++,oracle etc)..

**Personal details :-**

- Name :- SIRAJUDDIN
- Father name :- ILYAS
- Mother name :- BEEBI
- D.O.B & age :- 12/07/1993 & 26.
- Sex :- Male
- Marital status :- Single
- Passport no :- L9414238
- My strengths :- Well knowledge computer, well communication and organizations skill, positive attitude.

**Languages known:-**

To speak : English, Hindi, Malayalam (fluent),Kannada(native),Arabic(intermediate).  
 To write : English, Hindi, Arabic, Kannada.

**Declaration**

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

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