

# Owais Syed Altaf

## Accountant

Hands-on experience in TALLY ERP

Dammam, Saudi Arabia || **Contact: Mobile: 0570086835** || **Email: awaissyed420@gmail.com**

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**Position Desired** : Accountant

**Location Preference** : Khobar/ Dammam

**Availability** : Can join immediately

### Core Competencies

• Bank Reconciliation • Cash Flow Management • Fixed Asset Management • Data Analysis • Financial Reporting • MIS Reporting • Payroll • Project Proposal • Statutory Requirement Fulfillment

### Skills

• Analysis • Collaboration • Detail Oriented • Decision Making • Delegation • Foresight • Leadership • Management • Planning • Team Management

### Career Timeline

#### **1) Business Analyst/Audit Executive.**

Since February 2021-July 2021 (6 Months)  
Veeraraghavan&Co.

- Analyzing and verifying the authentication of the documents and information provided to the bank of applicants.
- Drafting a detailed report about the authenticity of the applicant and their provided documents also giving remarks for further process.

### Education

Pursuing Certified Public Accountant (CPA), January 2021-Present

Pursuing Master of Commerce (M.com), January 2021-Present

Bachelor of Commerce (B.Com), Mumbai University, India, 2020

Higher Secondary Certificate from International Indian School, Khobar (2016-2017)

### Professional Training

- Training of Tally ERP
- Business Development Executive (BDE)

### Computer Skills

- Microsoft Office
- Data Base Management

### Personal Information

**Gender** : Male/22 (Born 1999) || **Nationality**- Indian || **Iqama Status**-xxx **Driving License**-xxx ||

**Marital Status**-UnMarried || **Languages Known**- English (Professional proficiency), Arabic (Limited working proficiency)

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