

SIYAD M

Results-driven Account Executive with one year of experience. Proven success in financial management, surpassing revenue targets, and contributing to business growth. Adept at the entire financial process, from strategic planning to effective execution. Looking to bring my skills in accounts and finance to a dynamic team.



EXPERIENCE

Aug 2022 - Sep 2023

MyG Digital

ACCOUNTS EXECUTIVE

- Prepared daily reconciliation of bank accounts and took corrective actions on deviations.
- Completed daily cash functions like account tracking, budgeting, donating, and cash, and banking reconciliations.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Maintained and reviewed computerized records of items purchased and costs associated with purchases.
- Reported financial data and updated financial records in ledgers and journals.
- Utilized financial software to prepare consolidated financial statements.
- Briefed senior executives on monthly projections, product launches and other marketing plans.
- Collaborated with internal teams to develop account strategy.
- Developed strategic plans for day-to-day financial operations.
- Provided the finance reconciliation to financier.
- Established internal audit procedures to validate and improve accuracy of financial reporting.
- Followed up with appropriate parties to obtain prompt payments.
- Processed daily financial transactions in support of finance team objectives.

CONTACT

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- Rainbow Building, DAFZA, Dubai

SKILLS

- SAP Business One
- Tally Prime
- QuickBooks
- Peach Tree
- MS Excel
- Reconciliation
- Accounts Payable
- Accounts Receivable

CERTIFICATIONS

- Post Graduate Diploma in Indian & Foreign Accounting.
- Proficiency Certificates for GST and Gulf VAT.
- Tally Authorized Certificate.

EDUCATION

Bachelor of Commerce | 2021

University of Calicut, Kerala

SECONDARY EDUCATION | 2018

State Syllabus, Kerala

PASSPORT DETAILS

- Passport Number: U4086929
- Place of Issue: Kozhikode
- Expiry: 22-03-2030

PERSONAL DETAILS

- Date Of Birth: 26-06-2000
- Gender: Male
- Nationality: Indian
- Marital Status: Single