

# SUFIYAN AHMED TURABI

## ACCOUNTS EXECUTIVE

### CONTACT

7019939373  
ahmedsufi174@gmail.com

Bangalore 560062

### SKILLS

- .Attention to Detail
- .Financial reporting
- Book keeping skills
- Attention to detail
- Time management
- Team work
- Organizational Skills
- Knowledge of Financial Regulations and Compliance

### EDUCATION

BACHELORS IN BUSINESS  
ADMINISTRATION

DON BOSCO INTITUTE OF  
MANAGEMENT STUDIES

2020-2023

### LANGUAGES

English  
Hindi

### PROFILE

To be a part of company that indulges professional growth which provides challenging and rewarding carrierwhile allowing me to utilizemy knowledge and skills. PossessGood communication skillsand determined to work hard and enhance skills through continuous learning approach. Confident in taking up challenges with a positive attitude. Organized, Detailed-oriented, Empathetic, Putting Customer needs first with big appetite for high achievement. Eager to advance my career with a growth-oriented and technically advancedorganization.

### WORK EXPERIENCE

#### ACCOUNTANT

CGS & CO OCT/2023 - PRESENT

- Managed daily accounting operations including accounts payable,accounts receivable,and general ledger entries for a portfolioof clients.
- Reconciledmonthly bank statements, credit card accounts,and cash balancesto ensure accuracyand compliance with company policies.
- Prepared and processedfinancial reports, includingbalance sheets, profitand loss statements, and cash flow reports, providing detailed insights to management.
- Assisted with the preparation of annual budgetsand forecasts, monitoring actual performance againstbudgeted figures.
- Processed payroll for employees, ensuringtimely and accuratecalculations of salaries, bonuses, and deductions.
- Ensured compliance with tax regulations, submitting GST returnsand working closelywith auditors for year-end audits.
- Maintained accurateand up-to-date records of all financial transactions using accounting software (e.g., Tally, Zoho Books,,quick books).
- Collaboratedwith internal teams and externalstakeholders, including vendorsand clients, to resolve accounting discrepancies and improvefinancial procedures..

CGS & CO OCT/2023 - PRESENT

- The Accountant Executive at a CA (Chartered Accountant) firm plays a vital role in supporting financial operations and ensuring compliance with accounting standards. Responsibilities include preparing financial statements, managing accounts payable and receivable, reconciling bank statements, assisting with audits, and maintaining accurate financial records. The role also involves preparing tax returns, providing financial analysis, and liaising with clients to address their accounting needs. A strong understanding of accounting principles, attention to detail, and proficiency in accounting software are essential for success in this position.

# SUFIYAN AHMED TURABI

## ACCOUNTS EXECUTIVE

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TO WHOM IT MAY CONCERN,

I am writing to express my interest in the position at your company. I am excited about the opportunity to join a company that values professional growth and provides a challenging and rewarding career environment. I believe my skills, strong work ethic, and commitment to continuous learning make me a strong fit for this role.

I am confident in my ability to contribute positively to your team, as I possess strong communication skills, a determined attitude, and the ability to tackle challenges with a positive outlook. I take pride in being organized and detail-oriented, and I always put the needs of customers first. I am passionate about delivering high-quality results and have a strong appetite for achievement, which I believe will align well with the goals of Company

Furthermore, I am eager to leverage my existing knowledge while continuously developing new skills in a growth-oriented and technically advanced organization like yours. I am excited about the prospect of advancing my career with a company that offers opportunities for both personal and professional development.

I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to contribute to [Company Name] and to further develop my career within your organization. Please feel free to contact me at above mentioned contact info to arrange an interview.

SINCERELY,



SUFIYAN TURUBAI

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