

# SABIT MUSHTAQ SAKHARKAR | Junior Accountant / Accountant



Sharjah, UAE  
+971563161527  
linkedin.com/in/sabit99/

sabitsakharkar99@gmail.com  
Nationality: Indian

Date of birth: 16/04/1999  
Passport No. X5167412

## PROFESSIONAL PROFILE

Accounting Assistant with **2 years** of work experience specializing in all functions of Accounting, including preparation of Balance Sheets, Profit and Loss Statements, managing Accounts Payables and Receivables, and Providing Executive Administration Support.

## CORE SKILLS

- Accounting
- Accounts Payable
- Financial Statement Preparation
- Accounts Receivable
- Reconciliation
- Inventory Reports
- Journal Entries
- Bookkeeping

## WORK EXPERIENCE

**Sept. 2022 – Sept. 2024**      **Five Stars Shipping Co. Pvt. Ltd, Mumbai, Maharashtra, India**      **(2 Years)**  
**Accounting Assistant**

*Outline:*  
Reporting to the Manager, Providing Financial Statements on time and assisting in analyzing the reports.

### *Key Responsibilities:*

- Recorded and managed all day-to-day Accounting Transactions.
- Assisted in Preparation Financial Statements including Balance Sheets, Profit and Loss Statements, and Cash Flow Statements.
- Reconciled Monthly Bank Statements with Company Books of Accounts.
- Processed both Accounts Payable and Accounts Receivable Invoices, made sure all payables are paid on time and all receivables are collected on time.
- Assisted with reviewing of expenses and payroll records as assigned.
- Processed Credit Notes and Debit Notes and ensured all Bank Payments are paid on time.

**May 2019 – May 2019**      **Kadriya Enterprises, Ratnagiri, Maharashtra, India**      **(1 Month)**  
**Accounting Intern**

*Outline:*  
Reporting to the Owner, Preparing Sales Invoices, Inventory Reports, Debit and Credit Notes.

### *Key Responsibilities:*

- Recorded all day-to-day Accounting Transactions and prepared Invoices for Customers.
- Processed Credit Notes and Debit Notes.
- Maintained Proper Inventory of Goods within which helped in Inventory Audit, Tracking of Sales, and Re-ordering Levels of Goods.

## EDUCATION

- Master of Commerce Degree in Financial Accounting and Auditing** | CGPA 9.88/10 | University of Mumbai | 2022
- Bachelor of Commerce Degree in Financial Accounting and Auditing** | CGPA 8.29/10 | University of Mumbai | 2020
- Higher Secondary Certificate** | Maharashtra State Board of Secondary and Higher Secondary Education, Pune | 2017
- Secondary School Certificate** | Maharashtra State Board of Secondary and Higher Secondary Education, Pune | 2015

## ADDITIONAL

### Software

Tally Prime, Zoho Books, Zoho Inventory, Quick Books, MS Office, MS Outlook, MS Teams.

### Certificates

- Accounting Fundamentals | Corporate Finance Institute | 2023
- Reading Financial Statements | Corporate Finance Institute | 2023
- Tally ERP 9 and Tally Prime | Udemy | 2023
- Advanced Excel | Udemy | 2022

### Languages

English, Hindi, and Marathi