Saddam

Email: Saddam.18391@2freemail.com

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| Career Objective |
| A respectable position which can give me an interesting, innovative and challenging working environment with target and responsibility that will utilize my education, professional skills and experience and offer scope for learning, advancement opportunity and liking for continuous professional development through teamwork and self-expression.  Work Experience  May 2012-Nov 2014 **VERTEX CUSTOMER SOLUTION** Mumbai, India  **PRIVATE LIMITED**  *ACCOUNT ASSISTANT*     * *Handling calls from clients and inter offices of the company.* * *Following up standard operation procedure for customer.* * *Maintaining relationship with customers and his satisfaction for revenue as well as for company’s services & products.* * *Handling online and telephonic enquiries from the clients.* * *Maintaining report for credit & cash sales on daily basis.* * *Handling daily cash book & vouchers.* * *Preparing & maintaining monthly billing for cash & credit customers.* * *Generating & compiling data on system and provide to regional office via E-MAIL.*   Mar 2011- Mar 2012 **ETA ENGINEERING PRIVATE LIMITED** New Delhi, India  *ACCOUNT ASSISTANT*   * *Monitoring overall inbound & outbound operations & implementing the company policies to streamline the operation activities.* * *Responsible to report the branch activities on daily basis to Regional office via e-mail.* * *Maintaining report for credit & cash sales on daily basis.* * *Preparing balance sheet & MIS on monthly basis.* * *Handling daily cash book & vouchers.* * *Preparing & maintaining outstanding on monthly basis for credit customer.* * *Preparing & maintaining monthly billing for cash & credit customers.* * *Generating & compiling data on system and provide to regional office via E-mail.*   Education Qualification | |

Aug 2007 – July 2010 **JAI PRAKASH UNIVERSTY** Bihar INDIA

*Economics, Bachelor (B.A) GPA 53%*

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| |  | | --- | | Professional Qualification |   Sep 2008–Aug 2009 **THE INSTITUTE OF BUSINESS ACCOUTANTS** Siwan India  *Certified Accounts Manager (CAM) GPA 85%*  Software Skill |

**Computerized Financial Accounting:-**

* *Tally – 7.2, ERP 9.0* with VAT, TDS, Service Tax, Excise, FBT & Payroll.

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| Professional Skill |

**IT Skills**

* **Windows & Office tools**

MS-Office, Outlook, E-mail, and Tally (7.2, 9.0) Advanced

**TAXATION: -**

* Knowledge of TDS (Tax Deducted at Source)
* Knowledge of VAT/ CST
* Knowledge of Income Tax.

**ACCOUNTING WORK: -**

* Book writing of Cashbook, Bankbook, Sales and Purchase Register and Day Book..
* Branch & Party Reconciliation Preparing Trail Balance, Profit & Loss A/c and Balance Sheet
* Banking & Finance (Types of deposit, Retail Banking, Wealth Management Charges, and Banking Products )
* Advance Business Accounting (Accounts Manager, Function. Bank Reconciliation, Keeping of Accounts Records of Professional & Non-Trading Organization. Audit of Accounts)
* Financial Accounting (Preparation of journal Book, Ledger Book Cash Book.)

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| Personal Details |

Nationality : Indian

Marital Status : Single

Sex : Male

Date of Birth : 06-Mar-1988

Languages Known : English, Urdu, and Hindi

***DECLARATION:*-**

I affirm that the above statement made by me is true to the best of my knowledge.