**curriculam vitae**

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# OBJECTIVE

To be a part of successful team of individuals who thrive on challenges, where in my skills and abilities will enhance the company’s success and to become an efficient professional.

# qualification

* **Bachelor of Commerce (B.COM)**

*University of Pune*

* Passed in April 2006 with Accounting and Costing as special subject.

# qualifying skills

* **Administrative & Management Skills**
* Self motivated, responsible for coordinating and directing staff and utilizing manpower to its optimum level.
* Encourage and recognize achievements which results in healthy work environment and team work.
* Capable of taking decision on variety of accounting, administrative and financial issues in the best interest of the institution.
* Capable of working in high pressure job with defined targets.
* **Human Resources and Communication Skills**
* Able to communicate verbally and in writing clearly, concisely and effectively.
* Receptive and understanding of other’s concerns and problems.
* Able to develop rapport quickly and easily.
* Contribute time and effort.
* **Computer Skills**:
* Proficient in Word, Excel and Power Point.
* Working knowledge of Accounting package Tally, UBS.
* Competent in MS Outlook.

# WORK EXPERIENCE

* **Hamdule Engineers Pvt. Ltd. Pune, India**

**(Jan 2013 to 20 February 2014)**

*Position:* Senior Accountant

* Preparation and finalization of financial statements.
* Reconciliation of GL and sundry accounts.
* Preparation of various MIS reports to assist management in decision making.
* Handling bank accounts and preparation of cash flow statement.
* Maintaining Chart of Accounts and other static data and updating periodically.
* Handling audit and tax issues of the company.
* Managing receivables/payables of the company.
* **Al Tela’a Technical Industries Co LLC. Dubai, UAE.**

**(Oct 2007 to 14 August 2012)**

*Position:* Accountant

* Maintaining Books of Accounts like Debtors & Creditors Ledger, General Ledger etc. and Vouching receipts, Payments, Invoice and Journal Vouchers.
* Reconciliation of Bank Statements, Debtors & Creditors Statement and maintaining day to day cash and bank balances. Follow up payment.
* Maintaining and disbursement of Employees Benefit as per U A E labour law.
* Complete handling of inventory and monthly stock report, inventory valuation report, stock register etc.
* Preparing and finalizing trading and profit & loss account and balance sheet.
* Communicating effectively and submitting periodical reports to management and auditors.
* Preparation of Payment for Suppliers.
* Preparation of wages & Salaries as labour law.
* **R.B. Sharma & Co, Chartered Accountants - (Jun 2005 to Aug 2007)**

*Position:* Accountant

* R.B. Sharma & Co, duly certified by the Institute of Chartered Accountants of India,
* During article ship handled following portfolios:
  + Auditing and inspection.
  + Finalization of Accounts.
  + Computation of Income.
  + Filling of Income Tax Returns.
* Project Reports of Business Houses.

# PERSONAL PROFILE

* Date of Birth : September 22, 1981
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Religion : Islam
* Languages known : English, Urdu, Hindi, Marathi
* Hobbies : Reading, Traveling, Playing Cricket & Volleyball