|  |
| --- |
| **CURRICULUM VITAE** |

**ZUBAIR**

[**ZUBAIR.218245@2freemail.com**](mailto:ZUBAIR.218245@2freemail.com)

**OBJECTIVE :To embark on a challenging career and to be A competent**

|  |  |
| --- | --- |
|  | Experiences   1. **I was working in Flextronics in Accounts department between 15-Apr-13 to**   **1-july-2014**  **Responsibilities**   * Salary maintenance * Invoice booking * Balance sheet preparing * Journal and ledger maintenance * Invoice booking and making payment * Payroll maintenance * Cost control * Employee benefit and allowances * Petty cash book maintenance  1. **I Worked as a Billing Maintenance in RBS dairy farm limited –India on Aug 2012 to Jan 2013**   **Responsibilities**   * Prepare customers' bills and mail to customers. * Review invoices to identify any errors before invoice delivery. * Compile and maintain documents and records of all billings. * Process and monitor bills related credit memos. * Initiate and establish new procedures in billing tasks. * Improvise existing billing procedures to avoid recurrence of errors. * Update all billing procedures. * Handle billing inquiries from the customers. * Manage aged bills and inform customers regarding payments. * Maintain and update customers' database.   Education MASTER OF BUSINESS ADMINSTRTION   * **Master of Business Administration** 60 Percentage in anna university on 2012 * **Bachelor of Business Administration**  passed with 48 percentage in Madurai kamaraj University-Madurai on 2010 * **HSC** passed with 72 percentage in Pettai Muslim Hr. Sec School on 2007 * **SSLC** passed with 48. percentage in Pettai Muslim Hr. Sec School on 2005   Visa Details:   * Visa Status : Visiting Visa * Visa Expiry : 10-Oct-2014   Computer Skill   * M.S. Office * Tally- 2000 * Excellent Typing Skill * Windows and Internet * Working with Photoshop * Working with SAP |