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|  **CURRICULUM VITAE** |

**ZUBAIR**

**ZUBAIR.218245@2freemail.com**

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

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|  | Experiences1. **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
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