**Gulfjobseeker.com CV No:** **1325802**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

# <http://www.gulfjobseeker.com/feedback/submit_fb.php>Objectives

To pursue an accounting career in a reputed Company. I want to work as an Accounts Executive toachieve one more feather to furnish in my Accounts Career. To be part of an expanding organization, enjoying reputation and contribute my knowledge, skills and energy for the growth of the organization and simultaneously help in achieving my goal.

# Overview

I am an enthusiastic, creative, hardworking cool guy with commerce background, strong analytical and problem solving skills. I have Clear communication abilities and strong writing capability. A team player with cross functional awareness and always interested in learning new technologies.

# Experience

## Vedic Institute of Management & Technology Uttar Pradesh, Noida (India)

As Accounts Executive & Administrator from 1st December 2011 to at present.

### Roles and Responsibilities

* Day to Day accounting and voucher entry.
* Invoice Processing
* Invoice processing and debit note and credit note making.
* Handling the responsibility of Inventory.
* Payment Adjustment against appropriate transaction.
* Payment Processing for the vendor
* Complete Bank Reconciliation
* Handle all bank accounts including visit to banks, cash submission / withdrawal etc.
* Maintain & handle all cash transactions .

##

## Mansagar Enterprises, Gurgaon, Haryana (India).

As Accounts Executive, from 1st September 2010 to 30th November 2011.

### Roles and Responsibilities

* Day to Day accounting and voucher entry.
* Invoice Processing
* Invoice processing and debit note and credit note making.
* Handling the responsibility of Inventory.
* Payment Adjustment against appropriate transaction.
* Payment Processing for the vendor and computing TDS.
* Complete Bank Reconciliation
* Handle all bank accounts including visit to banks, cash submission / withdrawal etc.
* Maintain & handle all cash transactions

# Education

* Bachelor of Commercefrom EIILM University in 2012.
* 10+2 Passed from NIOS in 2007

# Technical Education

* I have done one year diploma in finance & accounts executive from ICFe Karol Bagh, Delhi (India).

# Skills

* Full Operating Knowledge of computer.
* Having full Knowledge of MS office (MS Word, MS Excel,and MS Power Point).
* Having full Knowledge of Tally 9.And Tally ERP
* Having Knowledge of Busy Software
* Having Knowledge of Tally Payroll.

**Permanent Address:-**

Village : Chakdonai

Post : Runni Saidpu

District : Sitamarhi

State : Bihar

**Personal Profile**

Date of Birth : 27th Feb 1988

Sex : Male

Religion : Islam

Marital Status : Unmarried

Nationality : Indian

Language : English, Hindi & Urdu

Hobbies : Playing cricket

Visa Status : Tourist Visa

I hereby certify that above information’s are true and correct to the best of my knowledge.

Place :.........................

Date : ........................