**Gulfjobseeker.com CV No:** **1367910**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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

**Career objective:**

I wish to associate myself with an organization involving in where my abilities and talent be recognized. And enable me to enhance my knowledge further and to reach a challenging and reasonable position.

**Working experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organization** | **designation** | **location** | **period** |
| Gift land group ofcompanies | accountant | Dubai (U.A.E.) | 2013 to till now |
| Vivekananda patashala | accountant | Hyderabad - India | 2012 -2013 till march |
| Vodafone | Customer care executive | Hyderabad - India | 2012 up toSeptember |

**Work experience in gift land centre:**

*)>* Preparing and analyzing accounting records.

*)>* Handling and maintaining all the books of accounts and finance procedures.

*)>* Preparation of bank reconciliation statement.

*)>* Handling and maintaining petty cash.

*)>* Review of receivables and payables on monthly basis.

*)>* Handling and maintaining of all inventory records.

*)>* Monitoring and updating daily sales report to the financial manager.

*)>* Monthly reports of sales, purchases and fixed assets etc..

*)>* Monitoring the payables and maintaining accounts of suppliers.

*)>* Preparation of debit and credit notes.

*)>* Properly maintaining the stock record in order to deal the purchases.

*)>* Monitoring the receivables and payables and review and finalize monthly collection reports.

*)>* Preparing the MIS reports to the management.

*)>* Cash inflow and outflow statements.

*)>* Preparing the Monthly income and expenditure statement

*)>* Keen monitoring the expenditure incurred and planning the solution to overcome.

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**Work experience in Vivekananda patashala**:

Recording the complete details of receipts and payments and all expenses. Properly maintain the details of fees paid by the students.

Preparing the payroll and other benefits for the staff. Preparing the receipts and payments a/c.

Maintainer of all books of accounts of the organization.

**Education background:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| course | year | university |  |  |
| B.COM (COMPUTER APPLICATIONS) | 2009-2012 | OSMANIA | 68% | COST, CORPORATE, MANAGEMENT ACCOUNTS |
| INTERMEDIATE | 2007-2009 | BOARD OF INTERMEDIATE | 88% | FINANCIAL ACCOUNTS |
| s.s.c | 2006-2007 | BOARD OF SECONDARY EDUCATION | 76% | GENERAL STUDIES |

|  |
| --- |
|  |

* percentage specialization

**TECHNICAL SKILL;**

*)>* Tally erp 9

 Alta vista software

 Microsoft office (ms word, ms excel, ms PowerPoint)

.**STRENGTH AND SKILLS:**

Excellent organizational, interpersonal and communication skills.

Good analytical and decision making abilities.

Comfortable working with both independently and In a team environment.

**PERSONAL PROFILE**:

|  |  |  |
| --- | --- | --- |
| ./ ./ | DATE OF BIRTH : | 31-DECEMBER-1991 |
| ./ | MARITAL STATUS: | SINGLE |
| ./ | NATIONALITY: | INDIAN |
| ./ | HOBBIES: | PLAYING CRICKET AND SWIMMING |
| ./ | RELIGION: | MUSLIM |
| ./ | LANGUAGES KNOWN : | ENGLISH.HINDI AND TELUGU |
|  |  |  |
|  |  |  |

DECLARATION:

I hereby declare that the above information furnished is true and correct according to the best of my knowledge.