**Kind Atten: HRD Manager.**

Sub: Application for the Post of Accounting.

Dear Sir,

At the outset I would like to introduce myself as Imran Mohammed, I came to know that there are some vacancies in your Esteemed Organization. Please find the attached my detailed resume for your kind perusal.

I am Post Graduate in Finance and having 2 years of experience in Accounting.

 I have worked in POLYGON BELHASA PROJECTS L.L.C {DUBAI}.,  as General Accountant.

I am self-motivated, and a good Team player, having strong Leadership and interpersonal competencies. I posses a keen Sense of willingness to learn more and work Hard under pressure. Excellent presentation and communication skills have always been my strength.

Yours Truly,

**CURRICULUM VITAE**

CAREER OBJECTIVE:

* To be an employee having zeal to succeed in the domain of my job, taking responsibility and accountabilities where I will be able to serve my organization with my gain knowledge and experience.

EDUCATIONAL QUALIFICATION

* MBA (Master of Business Administration) in MAJOR(Finance) & MINOR(Marketing).

From P.G College Affiliated to OSMANIA UNIVERSITY (2012) with aggregate of 69%.

* B.COM (Comp) Bachelor of Commerce.

From Degree College affiliated to OSMANIA UNIVERSITY (2010) with aggregate of 65%.

* INTERMEDIATE (Board of Intermediate Education), from Kakatiya College (2007)

with aggregate 72%.

* S.S.C (Secondary School Certificate), from High School (2004)

with aggregate of 65%.

project title

* “NON-performING assets” in Darussalam Urban Co-Operative Bank in Hyderabad.

technical qualification

* D.C.A (Diploma In Computer Applications),

 Excel, Power Point, MS word.

* tALLY.

work experience

* I have Worked in **POLYGON BELHASA PROJECTS L.L.C (UAE),** as General Accountant from 4th August 2013 to 12th January 2015.

MAJOR RESPONCIBILITIES:

* Managing Accounts Payable,
* Managing Accounts Receivable,
* Preparation Petty Cash Management,
* Payroll Preparation.

SKILL SET

* Punctual & result oriented.
* Excellent skills in Communication and Negotiation.
* Strong analytical and organized Skills.
* Detail, Efficient any Goal Oriented.
* Exceptional Written and oral Communication Abilities.
* Able to tack work load and work pressure.
* Capable to arrange the work according to the Preference and importance.
* Have computer skills.
* Good communication skills in English & Hindi.
* Young Energetic and having a pleasing personality.
* Able to handle multiple assessment under high pressure.
* Hardworking, honest & dedicating.

PERSONAL PROFILES

Date of Birth : 12th January 1989,

Nationality : Indian,

Gender : Male,

Religion : Islam,

Marital Status : Single,

Languages Known : English, Hindi and Telugu.



**Gulfjobseeker.com CV No:** **1465938**