Curriculum vitae

Post Applied for: Accountant cum Administrative assistant.

**Objective:**

To attain a challenging position in an organization providing on a team project or operating independently, expect diversity, flexibility and innovation with a goal for professional growth, development and a desire to help the organization achieve financial compliances and goal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education Qualification**

2012: **Master of Business Administration** (MBA), SM University Mangalore, India with Accounts & Finance major subject

2009: **Bachelor of Business Management** (B.B.M), Mangalore 2009 with Account & Audit as major subject

**Computer Qualification**:

*Operating System*

MS-Word, MS-Excel, MS- PowerPoint, Internet and E-MAIL Application

*Accounting Software:*

Tally 9, QuickBooks, Peachtree

**Work Experience:**

* Finalization of accounts including auditing the books of accounts preparation of trail balance, trading and profit & loss account, balance sheet.
* Co-ordinate with sales, services, production and dispatch team.
* Handling export **L/C,** Export Documentation ( Pre – shipment documents  and post shipment documents), co ordinate with banks for the L/C transactions.
* Prepare supplier payments (cheques & TT), petty cash maintenance & follow up the collection.
* Ability to work efficiently and effectively in a sensitive and confidential work environment.
* Bank reconciliation, supplier statement reconciliation.

**Employment Profile**

* ***Period: 01/04/2014 to 31/10/2015 (1 year 6 months)***
* **Position: Accountant**  **cum Export documentation Executive**
* **Company:** **SILKWINDS INTERNATIONAL,Export trading,Mangalore.**

Duties include :

* Maintain Complete Accounts work on day to day basis.
* Handling of Petty Cash and maintaining all cash related transaction.
* Bank reconciliation.
* Monthly receipts & payments reconciliation.
* Prepare Pre-shipment & post shipment export documents.
* Co-ordinate with customers & vendors
* Generate Invoices, provide forecast & tracking status to Customers
* Keep well and manage filing and tracking system.
* Liaising with the Bank.
* Negotiating the Ocean Freight Rate.
* Regularly used accounting software (TALLY 9), as well as Quickbook Accounting Pro, Microsoft Office applications like WORD, Excel
* ***Period: June 2012-March 2014 (2 years)***
* **Position:**  **Accounts & Audit assistant** at
* **Company: Shaikh Abdullah & Co. (Chartered Accountants)**.

Duties include :

* Firms & Companies accounts maintenance & finalization etc.
* Prepare balance trial balance, P/L accounts & balance sheet
* Audit the books of accounts & prepare audit reports
* Bank Reconciliation
* File Maintenance and other day to day activities.
* Self motivated and ability to meet deadlines.

**Personal information**

Date of birth : 30-08-1988

Nationality : Indian

Marital Status : Single

Languages : English, Hindi, Kannada, Urdu, Tulu

Visa Status : Visit

Religion : Islam



**Gulfjobseeker.com CV No:** **1512294**