A review of my credentials will confirm that I have extensive and qualitative education in the field of Accounting, complimented with Master in Administration (MBA), Certificate in Computer Operations.

**Objective**

To work with an organization where I can apply add value in terms of my dedication toward the work and to make optimum use of my skills and capabilities in a reputed organization that will offer me a chance to grow and enhance my career opportunities.

**Educational Qualification**

|  |  |  |
| --- | --- | --- |
| Year | Institute/College | Education |
| April, 2010 | IGNOU University | MBA (Pursuing) |
| April,2006 | Bishop Cottons Women’s Christian College | BCOM |
| Oct, 2002 | Bangalore University | PUC |

**Experience**

COMPANY DESIGNATION

MONARCH HOTEL Worked as Front Office Assistant (2003-2006 PART TIME)

SYNERGY CONSTRUCTIONS Worked as Accounts Associate (2007-2010)

SUNIL MANTRI GROUP Worked as Accounts and Financial Supervisor (2010-2013)

HP (Hewlett Packard) Worked as Financial Associate2 (2013)

**Strengths and Skills**

* Good Communication
* Detail Knowledge of LC
* Daily monitoring of works, daily sales report, purchase reports, execution of deliveries.

Posting transaction of the day to the accounts file.

* Processing invoices, dealing with supplier. Enquiry, keeping customers’ accounts.
* Purchases of fixed assets.
* Bank Reconciliation Statement, checking recorded and banked remittance from customers.
* Monthly payroll calculation and distribution.
* All other accounting / financial support needed.
* Issuing cash and expenses for staff, petty cash.
* Responsible for other duties assigned by manager.
* Responsibility for month end closing.
* Ensuring the integrity of accounting information by recording ,verifying,& consolidating transactions.
* Within Credit Control, working with customers to control payment terms and solve invoice queries.
* Developed experience of Excel Spreadsheets and MSWord. Maintaining inventory , posting of

Cashbook receipts and payments.

* Analytical.
* Ability to maintain total confidentiality.
* Able to work under pressure.
* Customer focused.
* Good at prioritizing and able to work to deadlines.
* Team player
* Capable of handling all secretarial work.
* Capable of Handling all Administrative work.
* Hard Working, Energetic and Self Motivated.
* Trained in MS Office, Excel Tally ERP 9.
* Approachable.
* Acting as a link between clients & the agency.
* Core Duties & Responsibilities.
* Getting Briefs from client/ensuring clarity/Good understanding
* Working closely with the Client & do the follow –ups and Reporting.
* Preparing Proposals (Presentation,Budgetting).
* Handling of Clients Account.
* Getting Approval from the Management on the Proposal.
* Participation in organization of a Company.
* Business Development.
* Knowledge of IATA

**Extra-Curricular activities**

* Organizer of business fest in College.
* Participated in Paper Presentation, Quiz and debates at the college level.
* Participated in dramatics in school and college level.
* Active Participant in sports & other creational activity.

**Personal Details**

D.O.B : 28 Feb 1984

Marital status : Married

Husband Name : Mumtaz Moinuddin

Children : Daughter (1)



**Gulfjobseeker.com CV No:** **1513398**

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Jaynagar bangalore-560011

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Contact Dubai : 00971-0523150457 /Landline: 065652739

India No : 0091-80-9743803181

**Declaration**

I IshrathBanu hereby declare that all the above details given by me are true to the best of my knowledge

**Ishrath Banu**