** BURHAN**

**Assistant Accountant**

**E-mail:** **burhan.264136@2freemail.com**

**PROFILE SUMMARY**

Accounts and Operation & Inventory controller with two years of broad experience, proven expertise in various accounting fields but not only limited to Accounts, customer service, operations, inventory control. Displayed ability to work independently even under pressure, multitask on several assign-ments and meet strict deadlines. Strategic thinker and committed to the job assigned presently seeking for challenging career to utilise gained experience and skills.

**STRENGTHS**

* 2 years of work experience in the field Accounts.
* Holds Diploma in International Business from London Academy of Management Sciences.
* Expertise in accounts payable, receivables, payroll and receipt and payment vouchers.
* Creative, well-organised and enthusiastic individual with a flexible approach to work.
* Meticulous with keen eye for details, research and root cause analysis.
* Processed consolidated financial documents and statements.

**WORK EXPERIENCE**

**Assistant accountant**, Heart of London, London – UK (Feb 2014 – Jan 2016)

* Overall day to day accounting work
* Maintaining bank book and cash book as per Bank Statements
* Preparation of receipts and payments voucher
* Handling payroll of employees at company
* Preparation of bank reconciliation statement
* Preparation of trial balance, profit and loss account and balance sheet
* Maintain the general ledger
* Ordering and maintaining stock
* Preparing weekly and monthly sales and stock reports
* Arranging weekly meetings, answering telephone calls, all book keeping etc.

**IT / TECHNICAL EXPERTISE:**

ERP Packages : Tally ERP, Visual Ace Gold

Accounting Packages : Tally 7.2 & 9.0, Peach tree and Wings

Application Packages : Microsoft Office, Outlook, Ms-Excel, Ms-word and Ms-PowerPoint

**ACADEMIC ACHIEVEMENT**

**Diploma in International Business, LAMS London**

**Pursuing MBA (Accounting and Finance) from University of East London Bachelor of Commerce (B.Com) From Osmania University in 2013**

**CETIFICATIONS**

**Postgraduate Diploma in Computer Applications (PGDCA)**

**Diploma in Type Writing**

**PERSONAL INFORMATION**

Fathers Name Date of Birth Nationality Marital Status Language Proficiency

: Shaik Mehaboob

: 20th Aug 1991 – 24 Yrs

: Indian

: Single

: English, Hindi, Urdu & Telugu