**Curriculum Vitae**

**First Name of Application CV No 1641840**

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**Career Objective:**

To Obtain the Height of Success in the Organization with my Hard Work Sincerity and where my Skills and Talents are Acknowledge.

**Work Experience**

1. **Employer: Eshwar & Co.**

**Eshwar & Co** made a humble beginning in the year 2005, initially as Chartered Accountant Firm with 2 Partners now it has Enlarged its operation and now the Firm has Amalgamated with two other firms and now is a total of Six Partners Firm.

Its Main Operations are Internal Audits , Government Audits, Statutory Audits, Accounting and Taxation Services . The Firm is Now a Major Player in Government Audits with Permanent Auditor for Telecom and Power Generation Companies of Telanagana Government. The firm also Maintains complete Accounts for the Various Clients

Designation: Accounts Executive cum Auditor

 (August 2014- January 2016)

**Duties/Responsibility**

* Preparation of Letter of Credit, Cash Lc, Murabaha Lc,
* Guarantee preparation Tender bond, Performance bond, Advance payment Guarentee
* Murabaha calculations and monthly Repayment of murabaha, passing entries.
* Fund transfers between Accounts.
* Maintenance of Accounts up to Finalization for the Accounting Clients.
* Income Tax Return Filling and Tax Determination.
* Leading an Audit as a Team Leader
* Registrar of Companies Compliances within Due Dates
* Maintaining and Payment of Professional Tax , PF ESI and other Statutory Dues of all the Clients.
* Tax planning for The Clients
* Maintaining Payroll Details .
* Assistance for Bank Loans.

**Computer Skills:**

* Computer skills with Internet, MS Office Computex and Trouble shooting.
* Tally ERP 9 Accounting Package from Technovel – Tally Academy.

**Educational Qualification:**

* M.B.A (Master of Business Administration) in Finance and Marketing from H.I.M.E.S [Autonomous]
* BCOM (Bachelor of commerce with computer) Osmania University Hyderabad India.

**Communication And Interpersonal Skills:**

* Outstanding command over Verbal and Non Verbal Commuication and Interpersonal Skills.
* Strong Organization , Managerial Skills, Problem Solving, Interpersonal and skills.
* Confidently able to work independently or in a team to deal effectively with educators and employees.
* Flair to Organize and Prioritize Tasks to meet Deadlines.
* Ability to manage multiple projects with supervision

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**Interests And Hobbies:**

* Hobbies include anything to do in arts, music, poetry ,reading historical books philosophy and all religious books ,Enjoy and actively participate.

**Personal Details:**

**Date of Birth**  : 05th June, 1991

**Gender**  :Male

**Marital Status** :Single

**Nationality** : India

**Language Known** : English & Hindi