**First Name of Application CV No 1644204**

Whatsapp Mobile: +971504753686



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### OBJECTIVE

Detail-orientated, professional accountant with strong background in all areas of accounting system. Progressively responsible duties gained over the course of a career based on exceptional analytical and organizational skills. Seeks a challenging and varied position that will enable me to capitalize on sound accounting expertise, with opportunities for personal and professional growth.

### SKILLS AND KEY COMPETENCIES:

* Good communication and convincing skills.
* Strong but realistic belief in own capabilities and ideas.
* Initiating and marinating good relationships.
* Strong analytical and interpersonal skills.
* Skilled at building strong team environment
* Expert competence in financial planning, analysis, cost reduction and performance.

# SUMMARY OF EXPERIENCE

* Worked as Accountant 10 month’s experience.
* Ability to handle multiple tasks simultaneously.
* Ability to manage promptly and independently also
* Able to work under Pressure.
* Able to make sound judgment when decision making.

# CAREER HISTORY

**Company**  **:**  **Ideal Enterprises, Mangalore, India.**

**Position**  **:**  **Accountant**

**Period of Service** **:** **May 2015 to February 2016.**

**Assignments**

* Monitoring and verifying the accounts on daily basis
* Preparation of monthly reports
* Maintaining the books of accounts.
* Preparing and maintaining the vendor files.
* Interacting with vendors over phone and by email
* Preparation of payment Schedules.
* Profit loss a/c balance sheet.
* Issue and acknowledgment of Payment Receipts.
* Sending monthly work progress reports & payments requests.
* Handling of petty cash accounts, bank transactions.
* Tax calculation.

**ACADEMIC & PROFESSIONAL QUALIFICATIONS**

Graduation: B.Com at Sacred Heart College, Mangalore University

**HOBBIES & INTERESTS**

Reading, writing, movies, music & adventures

**PERSONAL STRENGTHS**

Friendly and easy going with people, keen observer, fast learner& good listener and above all can priorities work schedules, manage time effectively and meet deadlines.

**PERSONAL PROFILE**

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills.

**Date of Birth** **:** 26 OCTOBER 1994

**Religion** **:** CHRISTIAN

**Marital Status** **:** SINGLE

**Nationality** **:** INDIAN

**Validity**  **:** 17/01/2026

**Languages Known** **:**  English, Hindi and Konkani.