**First Name of Application CV No 1647942**

Whatsapp Mobile: +971504753686



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 ***Objective***

*To obtain a challenging career in a challenging and stimulating environment where I can use my skills and expand my knowledge updated with the industry.*

**Key Skills:
Communication - Deals with customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.
Problem solving - Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality.
Team Player - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.
Planning and organizing - Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.**

***Academic Profile***

|  |  |  |  |
| --- | --- | --- | --- |
| ***S.No.*** | ***Course*** | ***College/University*** | ***Year Of Passing*** |
| ***1.*** | ***B.com*** | ***Dr.B.R. Ambedkar University Agra*** | ***2007*** |
| ***2.*** | ***SSC*** | ***U.P. Board Allahabad*** | ***2004*** |
| ***3.*** | ***HSC*** | ***U.P. Board Allahabad*** | ***2002*** |

 ***Professional Qualification***

 • Passed CA inter

 • Pursuing CA final

 • Pursuing L.L.B.

**KEY AREA OF INTEREST**

Accounting

Auditing

• Legal affairs

• Finance

• Warehouse and logistics

***Computer skills used***

*Working knowledge of accounting software viz. Tally, MS Word, MS Excel, Power Point, and SAP MM Module.*

***PAST WORK EXPERIENCE***

***1. Name of the company : Reliance jio Infocomm Ltd.***

***Duration : Since Jun 2015 to Feb 2016***

***Designation : Warehouse executive***

***2. Name of the company : AL Mizan International L.L.C.***

***Duration : Since july-2014 to jan-2015***

***Designation : Accountant***

***Job Responsibilities:***

* *Adjustment of accounts up to finalization*
* *Stock Maintenance & stock ageing*
* *Debtor management & debtor ageing*
* *Finance management*
* *Financial analysis of firms*
* *Internal audit*

*Making of audit report & management report*

***3. Name******of******the******Company*** *:* ***M Al Ali Auditing***

***(A well-known Charted Accountant Firm in the UAE)***

 ***Designation : Audit Manager***

***Key Responsibilities:***

* *Bank/Cash reconciliation on daily basis*
* *Data Entry on daily basis*
* *Petty cash handling*
* *Debtor/Creditor reconciliation*
* *Inter-company reconciliation*
* *Stock Maintenance*
* *Preparation of Monthly Sales*
* *Preparation of Monthly Income Statement*
* *Processing payment for local supplier & overseas supplier*
* *Preparation of Profit & Loss Account & Balance Sheet*
* *Handling with debtors*
* *Internal audit*
* *Bank audit*
*

***4. C.A. Abhishek Garg and Associates***

***(A well known Charted Accountant Firm in the region)***

 ***Designation : Article Assistant***

***Period : Three and half year work***

***Personal Details***

Date of Birth : 15.08.1987

Sex : Male

Marital Status : Married

Nationality : Indian

Language known : English, Hindi,