# Curriculum Vitae

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| SAYEED Present Residence :- Ajman U.A.E  Nationality :- Indian  Willing to work industry :-Accounting or Administration & Finance | 14 Sayeed photo |

# Objectives:

To work in an esteemed organization where I can prove my technical and functional expertise and work towards the growth of the organization and to seek a challenging career in cutting edge technologies.

# Education:

###### Qualification : M.B.A (Finance)

###### From Osmania University in June (2008) Hyderabad,India.

###### : Bachelor of Commerce (Computers)

# From Osmania University in April (2006)

Hyderabad,India.

: **Intermediate (CEC)**

**From Board of Intermediate in (2002)** Hyderabad,India.

**S.S.C**

From Board of Secondary Education in (2000) Hyderabad,India

# Software Skills:

Accounting Packages : Tally ERP9. Focus, Wings & Peachtree Software Packages       : Microsoft Office (MS-Word, MS-Excel, MS-Power Point).

# Gulf Experience

* Worked as an **Accountant General** in Al Tareeq Feeds Trd.Co .L.L.C. Al Dhaid, Sharjah ,U.A.E. From **February 2014 till Sept 2019.**
* Worked as an **Accountant** in a Real Estate Company based in AJMAN, U.A.E. From **October 2019 to Feb 2020.**

# Indian Experience:

* Worked as an **Accountant** in Fire Cool Engineers, Abids ,Hyderabad. India From August-2008 to December 2011.
* Worked as an **Accounts Manager** in J.B. Group,New Aghapura,Hyderabad. India From January -2012 to November 2012.
* Worked as an **Sr.Accountant** in Amego Paints & Hardware,Humayun Nagar,Hyderabad. India From December -2012 to December 2013.

# Strengths & job Responsibilities

**Strengths**

* Ability to work in-group as well as independently with minimal supervision.
* Talented & Ready to face new challenges with adding new Improvements.

**Job Responsibilities**

* Responsible for Accounts management for the company.
* Maintaining General Ledgers, Accounts Receivable & Payable records.
* Operating financial accounting software Tally ERP 9.0. & MS EXCELL.
* Maintaining Accounts for Inventory system.
* Perform the Bank Reconciliation & entire transaction held in Company.
* Passing necessary rectification entries.
* Computing of Value Added Tax (Vat) of U.A.E & Online Submission.
* Creating Trading & P&L A/c and Balance Sheet.
* Maintaining of financial accounts & submitting to Auditor.

# Achievements:

* Consistent performance despite facing odd situations.
* Garnered valuable knowledge at every stage of professional life.

# Skills:

* Good Command over English, Urdu, Arabic & Hindi.
* Knowledge of Internet & Posses typing Speed of 35 words per min.
* Excellent Interpersonal & Soft Skills.

# Personal Profile:

Date of Birth : 15-July-1985.

Marital Status : Married

Nationality : Indian

Driving License : U.A.E (Light Vehicle)

(Issued on 06-12-2015)

**CONTACT DETAILS**

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**Disclaimer:** I assert you that the information furnished above are relevant to my knowledge**.**

**(SAYEED)**