**Taufeeq**

**Taufeeq.275177@2freemail.com**

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Looking for a position align with my experience with highly professional and working environment to achieve the organization goals within time constraint and where always have an opportunity to grow up the ladder based on individual performance. I want to Excel in this field with hard work, perseverance and dedication.

**EDUCATIONAL QUALIFICATION**

* Masters inBusiness Administration (MBA), from **Osmania University, Hyderabad, India.**
* Graduation in Bachelor of Commerce, from **Osmania University, Hyderabad, India.**

**Work Experience:**

Work as an accountant in “**Sri Jain Ayurvedic Pharmacy**” Hyderabad, from 5th Nov 2015 to 5th March 2016.

**Duties &Responsibilities**:-

* Maintain petty cash book.
* Records of the day to day transaction.
* Entries of cash Book, Sales Bills & Purchase Bills etc.
* Maintain Ledger for Sales, purchase.
* Transfer ledger entries in tally ERP.
* Maintain computerized inventory records and daily stock paper.
* Making outstanding detail & follow- up.
* Bank Reconciliation & ledger Account Reconciliation
* Making Cheque’s for parties as instructed
* Generate way bill.
* Maintain Raw Material and Packing Material registers.

**United Arts, Hyderabad, India.**

Work as Part time junior accountant since Aug 2013 to Oct 2015.

**Duties &Responsibilities**:-

* Book Keeping.
* Maintaining Sales and Purchase registers.
* Physical Stock Checkup
* Bank Reconciliation

**COMPUTER PROFICIENCY**

Working knowledge of

* Tally ERP 9.0
* MSOffice Excel
* MS Office Word
* SAP FICO
* Peachtree
* QuickBooks
* Focus

**PERSONAL SPECIFICATION:**

* Excellent command of Spoken & written English with copy accuracy.
* Strong decision making and problem solving skills.
* Able to motivate and lead others in a team environment.
* An ability to build rapport and trust quickly with work colleagues.
* Able to prioritize tasks and workloads in order of importance.
* Track record of delivering results with deadlines.
* Well organized and self-motivated.
* Ability to work effectively under pressure.
* Capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others.
* Realistic insight into specifically demonstrate self awareness and commitment to personal and professional development.
* A leader, who drives positive change, builds consensus and execute plans that improve revenue and profit.

**PERSONAL DETAILS:-**

Date of Birth : 18th Nov 1993

Nationality : Indian

Marital Status : Single

Languages : English, Urdu& Telugu

Strength : Quick learning, hard working, Self Starter, Target Oriented.