**First Name of Application CV No 1660680**

Whatsapp Mobile: +971504753686



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**Objective**

To find opportunity to contribute in a challenging position that could make use of my wide range of knowledge and experiences, work hard to learn about the company business with loyalty, dedication an in professional manner.

**Key Skills**

Handling Branch Accounts Online Fund Transfer Preparing Balance sheet

Inventory Management Create purchase Order Invoice preparing

Cost Allocation BRS Sales Tax

Store Maintenance Cash Handling

**Professional Experience and Significant Achievements**

**1)**

**Company Name : GHO PVT LTD**

.

**Designation : ASSISTANT ACCOUNTANT**

**Venue: CHENNAI, TAMILNADU,**

**INDIA**

**From : MAY 2014 – JAN 26/2016**

**Duties: ASSISTANT ACCOUNTANT AT GHO PVT LTD**

* Recording day to day inflow and out flow.
* Collecting cash from sales man.
* Create delivery order and purchase order.
* Create invoice bill.
* Day to day check stock details.
* Follow up over due debits.
* Day to day recording income and expenditure.
* Day to check point order.
* Finally create excel sheet and feed all details than sent to my head.
* Every week end create order and delivery detail.
* Every month end create balance sheet.

**Professional Courses, Training& Computer Skills**

**Payroll management**

**Provident Fund : PF Challan**

**Employee State Insurance (ESI)**

**Profession Tax (PT)**

**Tally ERP 9:** Tally at a Glance, Creation of a new Company, Function key combination, Types of accounting Vouchers VAT, Service Tax, Ratio Analysis.

**Computer skills:** MS Office, ERP Tally & Internet Applications

**Academic Qualification**

MBA Marketing & Finance 2014

BBA Accounts & Commerce 2012

**Personal Info**

Age/Date of Birth : 24 years. 02-02-1992

Sex : Male

Marital Status : Single

Nationality : Indian