 **AKHLAQUE**

[**AKHLAQUE.277696@2freemail.com**](mailto:AKHLAQUE.277696@2freemail.com)

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| **CAREER OBJECTIVE :** |

To become the preferred provider of quality financial and accounting services along-with sincerity, loyalty, commitment, determination and professionalism and to make my workplace, the best place to work. I wish to utilize my proficiency in principle of accountancy and computer application like SAP, ERP & Tally towards effectiveness of my duties.

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| **EDUCATIONAL DETAILS :** |

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| **COURSE** | **SCHOOL/COLLEGE** | **BOARD/UNIVERSITY** | **YEAR** |
| B. Com. (Account Hons.) | D.B.S.D.D College, Kadna, Saran | J.P. University, Saran | 2010 |
| Senior Secondary School 12th | Yamuna Singh College, Ekma, Saran | B.S.E.B, Patna | 2007 |
| Secondary School 10th | M.H.S Ziradei, Siwan, Bihar | B.S.E.B, Patna. | 2005 |

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| **COMPUTER PROFICIENCY:** |

**SAP** - Operating software

**ERP -** Oracle data base – previous used software

**DCA** - Diploma in computer application (Advance Excel)

**TALLY**  - ERP 9, 9.0 & 7.2

**BUSY**  - BUSY 3.9

**OPERATING SYSTEM - Windows XP/7/8/10**

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| **CERTIFIED & AWARD** |

* TCP – Tally Certified Profession (tally financial accounting certification)
* Best employee award (Contracting & Construction division “for the year 2014”)
* Memory development workshop.
* Personality development as IICC.

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| **PERSONAL SKILL:** |

**COMPETENCY:**

* Willingness to learn.
* Adaptable to new environment.
* Belief In teamwork
* Very careful to details, Quick Learner
* Ability to handle administrative function & complete projects
* Good organizing skill, Good Analytical skills & Problem Solving Skills
* Excellent time management skill
* Belief in Hard Work. Team Player, Good Understanding of the work in hand
* Language Known: English, Arabic Hindi, Urdu.

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| **EMPLOYMENT (Current Job Role)** |

AL QARYAN GROUP FOR TRADING, INDUSTRY & CONTRACTIING | |DAMMAM, KSA| | (FROM JAN -2014 TO PRESENT)

**From Jan’2014 to Feb’2015 working as an accountant in Contracting & Construction Division .**

* Maintaining books i.e., cash book, bank, journals etc.
* Maintain daily local and inter branch sales & purchase.
* Monitored and recorded company expenses.
* Performed accounts payable functions for construction expenses.
* Managed vendor accounts, generating weekly on demand cheque, & deposit customers cheque.
* Managed the internal and external mail. Performed general office duties and administrative tasks.
* Controlling on assets and equipment on daily basis as per use.
* Monitoring of vehicle (Truck & Trailer and other according to uses).
* Handle store items materials issue and receipt.
* Monthly inventory & material transfer for inter branch & division,
* Preparation of invoices in SAP & excel. (v-lookup, h-lookup, pivot table)
* Monthly or as per requirement reconciliation of vendors, Customers books.
* Weakly reconciliation of bank, inter branches & divisions books.
* Preparing of reports (related to sales, purchase, store, and transportation) on fortnight, monthly basis.
* Maintaining general ledgers, party ledgers, sales ledgers, purchase ledgers.
* Responsible for collecting funds from debtors, vendor advances.
* Maintaining of commission of employee on monthly basis & submit to management.
* Credit control and correspondence with customers, Maintenance of density register, doing voucher entries.

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| **EXPERIENCE: (India)** |

**MI WEBPRO TECHNOLOGIES PVT. LTD.** ||DELHI, INDIA|| (AUG – 2011 TO APR 2013) ACCOUNTANT & ADMIN.

* Accounting Entries in Tally ERP 9.0, Handling cash, making vouchers.
* Prepares sales, web designer & technical report in EXCEL ,Handle VAT, TDS, Reconciliation of bank account.
* Collection from debtors, Maintaining day to day accounting ledger, Prepare salary of Employees.
* Typing documents and distributing memos, Supervising the work of office juniors and assigning work for them.
* Updating, processing and filing of all documents.

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| **HOBBIES & INTREST:** |

Whenever I have time to spare I like to Play cricket & Pool table or surfing net etc..

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| **DECLARATION:** |

I hereby declare that the above information furnished is true to the best of my knowledge and belief.