**CURRICULAMVITAE**

**Mr. Abdul**

[**Abdul.324008@2freemail.com**](mailto:Abdul.324008@2freemail.com)

***Objective****:* ‘To acquire any position where I can extensively apply all the skills and knowledge that I gained through my education and job related experiences and at the same time help to create some advancement opportunities for the good of my career.’

***Summary:***

* Proficient with MS-Office, windows7, vista and Internet.
* Allied with Tally ERP-9.

***Skills:***

* An Honest, loyal and hardworking individual of good moral character.
* Time management and working with team and lead.
* A Positive attitude and total belief my capabilities
* Can be able to work well as individual and also in a team.
* Quick Learner, Hard worker, Co-ordinator, Analytical.

***Education Qualification:***

* Bachelor of Commerce (B.COM) Mangalore University – Karnataka, India
* Department of Pre-University Education (PUC) in Commerce
* Karnataka Secondary Education Examination Board (SSLC)

***Additional Qualification:***

* Diploma Course with First Class in Computer Fundamentals, MS-Windows, MS-Office, MS-Word, MS- Excel, MS-Power Point, MS-Access, Html and Internet .
* Containing Certificates of **TallyERP 9**

***Work Experience :***

* As an Accountant Assistant for the tenure between 02.09.2014 to 08.10.2015 (1.1Yrs)
* 10 months Worked as Assistant Clerk in Shubhada Education Trust kirimanjeshwara kundapura Udupi, Karnataka

***Work Responsibility***

* Preparation of Bank Payment Voucher, Receipt Voucher, Journal Voucher, Delivery Orders, Sales Invoices, Debit Note, Credit Note and Recording Purchase Invoices and Stock Supervision & Maintaining and Budget & Budgetary Control.
* Preparation of Pay roll of employees and handling day-to-day revenue expenses and petty cash expenses.
* Preparation of Trading & Profit & Loss A/c and Balance sheet of the company.
* Handling all Bank Transaction and Reconciliation of Bank with Ledger.

***Personal Details:***

Date of Birth : 6th June 1993

Sex : Male

Marital Status : Single

Languages Known : English, Hindi, Malayalam, Kannada & Urdu.

Nationality : Indian

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and I Shall obliged if you give an opportunity in your esteemed organization, I will do my best and excel.

Thanking you with anticipation, Date: Yours sincerely

|  |
| --- |
|  |