

CURRICULUM VITAE

**NAME : FARMAN**

[**FARMAN.325089@2freemail.com**](mailto:FARMAN.325089@2freemail.com)

**Objectives:-**

To create a niche in the organization and obtain profession position enabling to utilize my skill to the best of my ability and work in and environment potentially conducive to growth and to be capable of doing my humble contributions in helping the organization to achieve its target

Where my experience and talent can be utilize effectively, and have ability to communicate and interact with associate, adopted and self motivated.

**POST APPLIED FOR : ACCOUNTANT / ASSISTANT ACCOUNT / CASHIER**

**TOTAL YEAR OF EXPERIENCE:** **6 Years**

**Educational Qualification:-**

* S.S.C from National High School, Harnai Kolhapur Board.
* H.S.C from N.K. Varadkar and R.V.Belose Collage Dapoli Kolhapur Board.
* Graduate B.COM from N.K. Varadkar and R.V.Belose College Dapoli **Mumbai** **University**.

**Technical Qualification:-**

* Tally accounting software-Tally Erp,9 Logic computer Academy Dapoli.
* Diploma in Microsoft Office Automation, Keeping Knowledge of DOS, Windows,

Word, Excel, Internet Surfing. Mumbai.

**Working Experience:-**

1. Working as a **ACCOUNT ASSISTANT/ CASHIER** with **INDUSTRIAL GAS PLANT ABU DHABI** from January 2014 to Till Date.

**Duties and Responsibility:-**

* Maintaining Sales Invoices in System.
* Providing customers a personalized, friendly and efficient cashiering service
* Taking payments from customers via cash, cheques.
* Responsible for the accurate and timely allocation of cash.
* Banking a large volume of cheques and cash daily.
* Helping to resolve customer complaints
* To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
* To ensure all filing is done in a timely and accurate manner.
* Prepare cheques for payment.
* Responsible for issuing payment and receipt voucher.
* Assisting Finance Manager/Accountant.
* Other duties as assigned

**Working Experience:-**

1. Worked as an **ACCOUNTANT** with **MARIA ENTERPRISES MUMBAI** from August 2009 to August2013.

**Duties and Responsibility:-**

* Maintaining Books of Accounts.
* Maintaining Bank Records (Bank Reconciliation).
* Prepares and processes purchase orders, invoices, cheques requests, and manual cheques.
* Ensures purchase orders, receiving and invoices are matched.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Interact with internal and external auditors in completing audits.
* To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
* To ensure all filing is done in a timely and accurate manner.
* Prepare cheques for payment.
* Reconciliation of Debtors and Creditors.
* Other duties as assigned

**Personal Profile:-**

Date of birth **:** 06 Feb 1988

Languages Known **:** English, Urdu, Hindi and Marathi,Arbic

Nationality **:** Indian

Marital Status **:** Un-Married

**Declaration:-**

I hereby assure that above details are true and correct to the best of my knowledge and belief.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**