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| **ABUBACKER**  **E-mail:** [**ABUBACKER.325651@2freemail.com**](mailto:ABUBACKER.325651@2freemail.com) | **SIDDIQ1** |

Objective:

Seeking a position in an organization as Accountant to utilize my skills and my past experience to build a good rapport in the company and take them to a new height

Professional Abridgement:

* MBA with 3.3 years of experience in Accountant Assistance in India.
* A highly efficient planner & organizer with a keen eye for finding the simpler, quicker and more efficient way of doing things.
* Recognize potential opportunities infrastructure necessary to facilitate growth

Professional Work History:

* **Company Name : Fatima & Associates, Tamil Nadu, India**
* **Position Held : Accounts Assistant**
* **Duration : July 2013 to September 2016**

**Responsibilities :**

* Maintain day to day books of Accounts in Tally.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Maintaining purchase and sales invoices.
* Maintaining petty cash book.
* Day to day cash & bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Reconciliation of Bank Statement at the end of month.
* Preparation of monthly and quarterly reports.
* Make profit & Loss report and submit to the Manager..
* Maintaining salary register in MS-Excel.
* Preparation of monthly and quarterly reports..
* Check all accounting and clients' databases are updated and functioning properly

**Key Competences:**

* Positive attitude, assertive, confident and esteemed personality.
* Highly motivated to improve personal contribution to the department.
* A thorough knowledge of operating systems and accounting software.
* Performs exceptionally well under pressure. Enjoys solving crises.

**Educational Qualification:**

**Master of Business Administration (MBA) in Finance and Marketing** from Anna University, Chennai, Tamilnadu, India, **2011 - 2013**.

**Bachelor of Commerce (B.COM)** from Bharathidasan University, Tamilnadu, India. **2008** - **2011.**

**Computer Proficiency:**

* Tally ERP 9.0.
* Microsoft-Office.
* Type writing.(Junior Level)

**Personal Profile:**

Date of Birth : 01/01/1991

Nationality : Indian

Marital Status : Single

Languages : English, Tamil & Hindi (Beginner)

Visa Status : **Visit Visa** (Expires on 06/06/2017)