Nusrath 

Professional with immense experience in sales and accountancy is seeking a suitable position to leverage core competence and deliver the best services for the organization and in return enhance my skills – professionally and personally.

Email

**Email:**

[Nusrath.328352@2freemail.com](mailto:Nusrath.328352@2freemail.com)

**Skills & Competencies**

**Organizational Skills**

**Good Communication Skills**

**Computer Skills**

**Decision Making**

**Problem Solving**

**Decision Making**

**Time Management**

**Key Strengths**

**Positive Attitude**

**Enthusiastic**

**Quick Learner**

**Result Oriented**

Work Experience

* Feb 2016 - Present

Assistant Finance Executive at Maverick Consulting in India

* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Employee payment transfers
* Preparing daily cash statement
* Preparing weekly cash statement
* Book Keeping
* Maintaining Petty Cash Statements, Daily Expense Book etc.
* Maintain files for Debit and credit notes and entry in system
* March 2011 – November 2014

Junior Accounting Clerk at Deys Associates Consultant

* Preparation of Vouchers
* Book Keeping.
* Maintenance of official record of telephone and electricity expenses and generate comparison reports on monthly basis.
* Sorting and Verifying the accuracy of documents.
* Proper file management for different Clients.
* Maintaining Record of Staff Absence/Leaves.
* Order, receive and maintain office supplies.
* Help Colleagues with document scanning.
* Receive sort and route mail.

**Languages**

English

Hindi

Urdu

**Personal Details**

Date of Birth  
14-1-1989

Gender  
Male

Nationality  
Indian

* Physically stock verification.
* November 2010 – Feb 2011

Salesman, Cashier at Reliance Digital World

* Handling electronic sales
* Explaining about the products to the customers.
* Excellent Convincing skills making customers buy the product.
* Handling cash counters in the absence of the cashier.
* Creating sales report and reporting it to higher personnel.

Educational Qualification

* Bachelor of Commerce from Osmania University, 2010
* Board of Intermediate (Class 12th) from Pranathi Junior College, Hyderabad India
* Secondary School Certificate (Class 10th) from Magnefic Model High School, Hyderabad India

Technical Knowledge

* MS Office (Word, Excel)
* Internet and online research
* SAP ( FI-CO)