****

**ABRAR**

🖂 :abrar.328377@2freemail.com

**On visit visa**

**Objective**:

To work in a challenging environment where I can enrich my skills and knowledge with full dedication towards the accomplishment of organization objective and where learning is an unending process.

**Personal Skills:**

Good communication skills and ability to learn rapidly along with the ability of completing assigned tasks perfectly with in the assigned time, leadership quality and a good team player.

**Educational Qualifications:**

**Bachelor of commerce (B.com)from university of Bangalore.**

**Professional Work Experience:**

One year of progressive experience as anAssistant of Accounts in SK & Co., Auditors and Tax Consultants since Aug. 2015 to Nov.2016:

**Job Responsibilities as Assistant of Accounts:**

* Administrative work and Maintaining of accounts in Tally & MS. Excel sheets.
* Closes books monthly for assigned accounts edits and prepares summaries and report as needed.
* Online Tax payment of assignee to the Government
* Prepares monthly quarterly and annual Tax statements for assigned accounts.
* Maintains assigned payroll records and compiles monthly or quarterly report.
* Maintain accounting documents and records.
* Prepare reports for payable and receivables.

**Computer skills:**

Operating Systems : Windows XP, Windows 7

Microsoft Applications : Ms. Word, Ms. Excel, Power Point, Access

Accounting Packages : Tally

**Personal Data:**

Nationality:- Indian

Religion: - Muslim

Marital Status:- Single

Languages Known:- English, Hindi, Urdu, Kannada

Availability:- Immediate

**DECLARATION:**

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