**ARSHAD**

**ARSHAD.329064@2freemail.com**

**ACCOUNTS, FINANCE AND ADMIN**

**Objective**: Dedicated professional with 8 months experience, with knowledge in administration, finance and operations, policies and process, seeking a challenging position that would enable me to sharpen my current skills, and an opportunity to achieve goals through persistence and hard work, assuring commitment, sincerity and diligence in the work assigned.

**Brief Profile**

* Bachelor of commerce
* Experienced in Accounting and Finance
* Academic Credentials with excellent computer knowledge
* 8 months of Experience

**Career history**

**1- Business Group : ICICI BANK**

**Position : Sales Officer**

**Duration : Apr 2016 to June 2016**

Job responsibility includes:

* Main objective is to open or sell the account or product.
* Generate the leads and find prospects and convert this leads or prospects into customer.
* This is a sales job and not branch operation job.
* Mainly a field work.
* For achieving monthly sales target assigned.

**2- Business Group: Global Marine Export PVT LTD**

**Position: Accountant**

**Duration:**  **July 2016 to Nov 2016**

Job responsibility includes:

* Follow up company visitors &customers.
* Preparing balance sheet, profit and loss statement and other reports.

**EducatiONAL QUALIFICATION**

**1- Bachelor of Degree**

Bachelor of Commerce : University of Mangalore – Karnataka, India

**2- PUC (Commerce) : Viveka Pre** University college, kota

3-SSLC : Govt. high school manooru padukare, Karnataka State Board, Kota.

 **Technical**

* All Major Operating Systems
* Office Automation
* Tally, Accounting package
* HTML, Internet, Multimedia
* **PROJECTS:**

**1- Financial Analysis**

* Company : Janatha Fish Meal and Oil Products, Kota, Udupi, Karnataka, India.
* Duration : 15 days
* Major Tools used : Ratio Analysis, Comparative Analysis and Trend Analysis.

**SKILLS**

* **Key Personal Skills**
* Result oriented
* Self-motivated
* Good team worker
* **Professional Skills**
* Organizing and planning skills
* Analyzing and problem solving skills
* Technical skills
* Leadership skill
* Good communication skills
* **Area of Interest**
* Finance Management
* Administration Management
* Accounting
* **Traits:**
* Hard working
* Quick learning
* Having team spirit
* Adaptable to new tasks & atmosphere
* **Linguistic Proficiency**
* English, Malayalam, Kannada & Hindi

**CONTACT**

Address : Dubai, UAE

**Personal Detail**

Nationality : Indian

Marital status : Single

Visa status : Visit

**Reference**  : Available on request