**CURRICULUM VITAE**

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| IMRAN IMRAN.335632@2freemail.com  |  |

# Career objective:

Aiming to be associated with a progressive organization that gives me a scope to update my knowledge and skills in my career in accordance with the latest trends and be part of a team that dynamically works towards the growth of the organization.

# Key skills:

* Sincere, Smart-working, Result-oriented, Motivated, Co-operative and Self-determined.
* Always willing to learn new things under professionalism and

implementing it regularly.

* A good team player, possess analytical & leadership skills.
* Dynamic, proactive, ability to work under pressure & within the given deadlines, fast learner & adherence to deadlines.

# Educational qualification:

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| **Exam** | **Institute** | **Board / University** | **Year of Study** |
| **Degree (B.Com)** | Vivek Vardhini College of P.G. Studies, Hyderabad, India. | Osmania University | 2015 |
| **Intermediate (CEC)** |  M.s Junior College, Hyderabad, India. | Board of Intermediat e Education | 2011 |
| **S.S.C****(10th Standard)** | Braim High School, Hyderabad, India. | Board of Secondary Education | 2009 |

**Certification Courses**:

* Quick Books
* Advanced Excel
* Tally ERP. 9 , 9.0 and 7.2

# Work Experience (India) :

* Working as an **“Accountant”** in “Masco Technologies” Hyderabad Based on U.S.A Process Since 2014 to till date.

# Job Responsibilities:

* Preparation of Sales Invoices For more than 80 clients every month.
* Major Responsibility of handling all the Sales Invoices monthly wise.
* Maintaining Records by recording all Invoices, Debits & Credits.
* Posting customer payments by recording cash, bank and checks transactions.
* Updating receivables by totaling unpaid invoices.
* Resolving invalid or unauthorized deductions by making adjustment entries.
* Resolving invalid or unauthorized additions by making debit adjustment entries.
* Summarizing receivables by maintaining invoice accounts, coordinating monthly transfers to receivable accounts, verifying totals and preparing Final “Sales Report” at the end of every month.
* Protecting organization's value by keeping information confidential.

# Computer skills:

Operating systems : Windows 98/2000/XP/vista/window 7

 : M.S office 2010, 2007 and 2003. and Internet Concepts.

# Personal Profile :

DATE OF BIRTH : 16-07-1993

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH, URDU, TELUGU.