**CURRICULAM VITAE**

**FAISAL**

[**FAISAL.338722@2freemail.com**](mailto:FAISAL.338722@2freemail.com)

**CAREER OBJECTIVE:**

Reality Accept Challenges, Meet Or Exceed All Business Objectives

Proactive, Motivated, Goal-Oriented, Problem - Solver.  
Quickly Absorb And Retain New Information And Procedures.  
Interacts Well With Colleagues, Supervisors And Management

**Skills & Knowledge**

•Proficiency in Tally, Excel, & quick books.  
•Should handle petty cash, bills, vouchers etc.  
•Should be able to do invoicing, Bank Reconciliation.  
•Payroll management & Pay-slip generation  
•Should have knowledge of preparing ledgers and balance sheets.  
•Deal with clients and suppliers and have regular follow up on payments to be made and received.  
•Carry out accounting document control in line with company policies and

procedures.   
•Preparing schedules of monthly utility bills.   
•Processing local invoices and re-export invoices.   
•Inter-company reconciliations on a daily basis.   
•Any other duties as assigned by the senior official  
•Ability to learn & grow to become an asset to the Company

**EXPERIENCE AS A ACCOUNTANT**

* **Soncept Software Solution**

**Avas Vikas Parisad**

**Lucknow - 226001**

**One year Experience(March 2012 to 2013) as ACCOUNTANT in TALLYERP.9 GENRETE PAYROLL for all employees of the company. Ensure that the pay and compensation for all employees are accurate and according to government standards and company regulations. Receive complaints and inquiries of employees regarding their pay. Maintain all data records in computer.**

* **DVS Conterction Pvt. Ltd.**

**Canal Road,**

**Rae-bareli- 229001**

**8 month experience (july-2013 to march-2014) Working as ACCOUNTANT in TALLYERP.9 with MS-Excel on a cash register in a large busy store providing a high quality Helping to build the business by engaging in a polite and friendly way with every customer.**

**EXPERIENCE AS A DATA ENTRY OPERATOR**

* **Bhavani Paper Mils**

**ITI Colony**

**Rae-bareli-229001**

10 Month(June-2014 To April-2015) Experience Working As Back Office Data Entry Operator In MS-Exel, MS-Office. Creating To All Important Document To Office And Save It’s, Sending And Receiving Important Mails And Documents. I Providing To All Information Who Company Want**.**

**RESPONSIBILTIES**

**Providing customers a personalized, friendly and efficient cashiering service.Taking payments from customers via cash, cheques and credit cards.**

**Entering purchases into a cash register then calculating the total purchase price.Responsible for the accurate and timely allocation of cash. In charge of daily cashbook management and also bank reconciliations.**

**Banking a large volume of cheques and cash daily.Identifying potential sales leads and referring them to colleagues.Recording of monies received and paid out Balancing cash in the till with receipts.**

**ACADEMIC VIGNETTE**

* **High School from U.P. Board Allahabad (2004)**
* **Intermediate with PCM from U.P. Board Allahabad (2006)**
* **Graduation in B.A. from C.S.J.M. University Kanpur (2013)**

**PROFESSIONAL QUALIFICATION**

* **Diploma in tally E.R.P.9 from Smart Computer Accountant by Tally Academy Rae-Bareli in (2012)**
* **Advance Diploma In Computer Application & Multilingual D.T.P. by “HRD” To DOEAC (Rae-Bareli). Achieve Grade “A”.(2007)**
* **One Year Urdu Diploma in National Council Promotion of Urdu Language Rae-Bareli in (2007)**

**ACQUIRED KNOWLEDGE IN**

**Good hands knowledge like as a Computer Operator in Tally ERP.9, MS-Excel, MS-Word, MS-Office Tools, Photoshop, Internet Etc. Good computer literatures and operation skills.**

**PERSONAL DETAILS:**

**Date of Birth : July 01, 1988**

**Marital Status : Unmarried**

Date of Issue : 24-12-2012

Date of Expire : 23-12-20122

Placed of Issue : Lucknow

**DECLARATION:**

**I hereby declare that all the information provided above is true to the best of my knowledge.**