

**Curriculum vitae**

**Ashish**

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**Career Objective**

**To associate with progressive organization that gives me scope to update my knowledge and skills according to latest trends and be a part of team that dynamically works towards the growth of organization and gain satisfaction.**

**Skills**

**Responsible for other duties as assigned. Excellent communication and writing skills. Excellent ability to work with numbers.**

**Excellent time management skills.**

**Ability to handle administrative functions and complete projects.**

**Computer Skills**

**Ms-office**

**Tally ERP – 9.0 Browsing Internet FoxPro**

**Focus Accounting**

**Employment Details**

**Nov 2012 – Oct 2016**

**Al Fahidi Street,**

**Worked as an Accountant Cum Salesman in Burdubai (UAE)**

**L.L.C.**

**RATTI TRADING L.L.C.**

**Profile –Accountant Cum Salesman**

**Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.**

**Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.**

**Report to management regarding the finances of establishment. Establish tables of accounts, and assign entries to proper accounts.**

**Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.**

**Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.**

**Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.**

**Sept 2009 - Oct 2012** **Dubai, UAE**

**Worked as an Assistant Accountant in Account and**

**Administration Department in Florida Textiles L.L.C.**

**Profile – Assistant Accountant in Account and Administration Department**

**FLORIDA TEXTILES L.L.C.**

**Maximize the Export Sale Figure.**

**Maintain client’s Accounts, delivery order, purchase order, payment follow up. Maintaining stock Purchase and Sales bills.**

**Update clients with promotions & new offers via emails everyday. Maintain Good Communications with Clients.**

**Responsible for preparing & analyzing flow of expense & generation of the**

**voucher & processing it for the final accounting**

**Initiated & currently managing the month end close process for the payment Ensuring final closing of account payment & receivable.**

**Preparation of debit /credit notes.**

**Responding to incoming email & phone enquiries.**

**Education / Qualifications**

**Graduate in Commerce.**

**From- MDS university (MaharishiDayanandSaraswati).**

**RBSE 12TH–**

**Passed Senior Secondary Examination Commerce Ajmer, Rajasthan,**

**& Accounts** **India**

**ST. Thomas Sr. Sec. School**

**Graduated: 2006**

**Grade: 66%**

**RBSE 10TH –**

**Passed Secondary Examination**

**ST. Thomas Sr. Sec. School**

**Graduated: 2004**

**Grade: 51%**

**Languages**

**Name** **Proficiency**

**English** **Fluent**

**Hindi** **Fluent**

**Arabic** **Intermediate**

**Immigration / Work Status**

1. **United Arab Emirates – Tourist Visa Holder**
2. **Can Join Immediately.**
3. **Having UAE driving License.**

**Personal Profile**

**Date of Birth - 27th February 1990.**

**Nationality- Indian**

**Religion- Hindu (Sindhi)**

**Marital status– Unmarried**

**Passport Number-**

**Ashish**