

Contact HR Consultant for CV No: 340638

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Objective**

To work in a dynamic environment that provides me a wide spectrum of experience and exposure to serve the organization with proficiency.

**Work Experience & Responsibility**

1. **Worked with a C. A Firm as a Accounts Executive from the period of**

**September 2016 To Till Date**

***Job responsibilities:***

***In Tally***

* Preparing & Verifying sales and purchase invoices and preparing outstanding report.
* Verifying debtors & creditors accounts, ledger scrutiny and reconciliation.
* Daily Making Sales Invoice,
* Update Daily Bank Statement
* Routine Office Work like : preparation of Bank Reconciliation Statement, trading care of Expense Vouchers(petty/bank payments, payments to Creditors, booking of daily expenses & payments with bill by bill system, contra entries, banking transactions etc.
* Handling day to day accounts activities and controlling the expenses of company , Maintaining Companies Books of Accounts in proper manner.
* Prepare Depreciation Sheet
* Handling day to day Petty cash expenses of Company.
* Drafting of the documents, letters as and when required

1. **Worked with a Umar Textiles. as a Accounts Executive from the period of Jully 2014 To September 2016**

***Job responsibilities:***

***In Tally***

* Preparing & Verifying sales and purchase invoices and preparing outstanding report.
* Verifying debtors & creditors accounts, ledger scrutiny and reconciliation.
* Daily Making Sales Invoice,
* Update Daily Bank Statement
* Routine Office Work like : preparation of Bank Reconciliation Statement, trading care of Expense Vouchers(petty/bank payments, payments to Creditors, booking of daily expenses & payments with bill by bill system, contra entries, banking transactions etc.
* Handling day to day accounts activities and controlling the expenses of company, Maintaining Companies Books of Accounts in proper manner.
* Prepare Depreciation Sheet
* Handling day to day Petty cash expenses of Company.
* Drafting of the documents, letters as and when required

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| **Academic and Professional Qualifications** |

* Graduation (B.COM Bachelor of Commerce) from Mumbai University
* 10+2Commerce from Mumbai University
* 10th  from Rafiuddin Fakih Boy’s High School from Maharashtra Board

**Computer Proficiency**

# Operating Systems: Windows XP/ Vista / Windows 7 and Windows 8 & 10

# Packages Known:

* **MS-Office**
* **Tally ERP**
* **Advance Excel**
* **And suffering Internet**

**Special Skill**

* Hardworking, sincere, team work,
* Strong leadership skills with an ability to motivate teams in achieving targets and goals.
* Can Adjust In Any Environment.

**Hobbies**

Playing Cricket , Carom & Bike Raiding .

**Declaration**

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

**Personal Details**

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| **Date Of Birth**  **Religion**  **Sex**  **Marital Status**  **Nationality** | 31nd / December / 1993  Islam  Male  Single  Indian |
| **Language known** | English, Hindi, Marathi |

**Date:**

**Place:**