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Contact HR Consultant for CV No: 2051682

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

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

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Burjuman Shine Building.

**Post Graduate in Management**  Specialization: **FINANCE**

**CAREER OBJECTIVE:**

To develop and discover my vision into pragmatic action, as a performance oriented official of proper accounting track record. I want to activate “my self-branding” strategy in your organization with strong and healthy confidence.

**WORK EXPERIENCE:**

**LEON SOFTWARE SOLUTIONS**

**October 2013-November 2016 (INDIA)**

***KEY REPONSIBILITIES:***

* Posting and processing journal entries to ensure all business transactions are recorded.
* Preparing cash/bank payments for petty cash expenses.
* Record daily bank transactions.
* Post customer payments by recording cash, checks and credit transactions.
* Monitor customer account details and identify non payments, delayed payments and other irregularities.
* Compile data and prepare monthly reports and statements.
* Generate weekly aging reports.
* Maintain accounts of Trade Payables and reconcile the balances with vendor’s statement.
* Ensuring that payment of invoices is completed within a timely manner.
* Reviewing payable invoices for accuracy.
* Recording all cheques.
* Resolve valid deduction by entering adjusting entries.

**ACADEMIC QUALIFICATIONS:**

***CSI INSTITUTE OF PG STUDIES***

MBA (FINANCE) 2014-2016

***OSMANIA UNIVERSITY***

BACHELOR OF COMMERCE 2011-2014

**TECHNICAL SKILLS:**

* Ms Office.
* Tally 9.0.
* QuickBooks.
* Peachtree.

**EXTRA CURRICULAR ACTIVITIES:**

* Nominated as Best Outgoing Student at Post Graduate Level
* Successfully arranged and managed a promotional event “Avirbhav” at Graduate Level
* Participated in several competitions in Inter college sports events

**PERSONAL PROFILE**

**Name                           :            Abdul Samad**

**Father Name            :           Ashraf Mohd Khan**

**Date of Birth              :        24-08-1993**

**Passport No : L4706578**

**Visa status : Visit visa (from 30-01-2017 to 19-04-2017)**

**Marital status            :           Single**

**Languages Known : English, Urdu, Hindi and Telugu**

**Nationality                 :            Indian**

**DECLARATION**

**I confirm that, the above information is true and correct to the best of my knowledge.**

**Date: / / Signature**