***Moazzam***

**(Accountant)**

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***Objective***

Seeking for a challenging position as an Accountant in a well reputed organization where all my skills and abilities will be utilized and I will get a chance to push my career in this field within a well reputed organization.

***Summary of Qualifications & Education***

I have been serving as an Accountant for more than 6 years and I have a sound experience in solving all financial problems in a professional way. I am quite able to make productive use of all my skills and abilities in training the quality of services and I am expert in making sudden but rational decision on daily basis. Many times I had to face serious problems where I suggested and Implemented appropriate solutions to all problems and made proper use of authority for the betterment of organization.

* **MBA (Finance), from L. N. Mishra Institute Patna, Maghad University July-2009.**
* **One Year Advance Diploma in Finance (R.G.L) (Patna, Bihar, India) May-2015.**
* **B.C.A Completed from M.C.R.P University (Bhopal, M.P India) Dec-2005.**
* **Diploma in Accounts from Web World Wide Institute (Patna, Bihar, India) Feb-2005.**
* **I.Sc. (10+2) from B.I.E.C Patna (Bihar, India). Mar-2002.**

***Employment History (more than 6 Years Experience)***

**Accountant** **July-2015 to Present**

***Responsibilities***Gargi Communication Pvt. Ltd.

• Review and approve all Reimbursement.

• Manage petty cash, track all financial records and reporting, created monthly reports and end month summarizing.

• Manage general ledger, accounts payable, accounts receivable, sales billing, & cash management.

• Show all Expenses Summary of A/P (Concerned with petty cash and all other invoices)

• Prepare of Individual performance report, monthly activity expenses and progress report.

• Prepare Profit & Loss Statement, monthly closing and cost accounting reports.

• Applicable for cashier & distribution of salary.

• Processed Travel & Expenses Reports.

**Accountant** **April-2011 to June-2014**

***Responsibilities*****Al-Osais Contracting (Int’l Holding) Co. K.S.A**

• Manage all general accounting function. Manage General Ledger, accounts payable, accounts receivable, sales, billing, cash management, investment & fixed asset activities.

• Processed A/P, A/R & Cash Receipt for Journal Entry into the G/L System.

• Review and approve all Reimbursement.

• Manage petty cash, track all financial records and reporting, created monthly projection reports and end month summarizing.

• Reconciliation of Supplier Statement of Account. (On monthly basis)

• Show all Expenses Summary of A/P (Concerned with Food, Vehicles & Maintenance, & Real Estate)

• Prepare of Individual performance report, monthly activity expenses and progress report.

• Prepare Profit & Loss Statement, monthly closing and cost accounting reports.

• Prepare Financial Statement of Business, and determine if the company is making profit or not.

**(SAP Responsibilities)**

• Creation of Supplier’s or Vendor. Creation of Purchase Order, Sales Order & Billing.

• Cross Checking of Goods Receipt.(Payable Invoices)

• **Process of Petty Cash invoices. (Parking, Posting & Cheque Creation)**

• **Process of Food, Vehicles & Project Concerning Payable invoices. (Parking, Posting & Cheque Creation)**

**Company Profile:**

* **AL-OSAIS Contracting (INT’L HOLDING CO), owning a major shares in more than 16 companies and minority in more than 50 other local companies & investment institutes.**
* **To be a leading investment Holding Company in Construction, Heavy Equipment Hire & Scaffolding support service, Manufacturing, Trading & Services providing efficient and quality execution through affiliated companies, building a degree of customer retention, conforming to International Standards and Development of Human Resources in tune with Globalization, Economic Reforms and Business Ethics.**
* **Sub-Contractor of leading organizations of Kingdom of Saudi Arabia like Saudi ARAMCO, SAIPEM, ANABEEB, CCC, SNAMPROGETTI ETC. with over SR. 90 million in annual revenues.**

**Accountant** **Aug.-2009 to April-2011**

***Responsibilities***Serigrafix, India.

• Prepared Financial Statements, Trail Balance, Profit & Loss A/c & Balance Sheet.

• Responsible for Accounts Payable & Journal Entries.

• Processed Travel & Expenses Reports.

• Monitor Company Cash Flow.

• Day to day Accounting Operation and supervision of two Data Entry Clerk.

• Managed & Maintained Accounts Payable Reports.

**Lab Faculty** **Mar-2006 to Feb-2007**

***Responsibilities***Khan’s IT, Patna India.

• Teaching Accounts & Computer Paper.

• Concerning with Accounts, Tally & Computer Packages.

***Skills***

• Communication Skills

• Computer Skills, Knowledge of Ms-word, Excel, Power Point, Tally & **SAP(working).**

• Best Managing Skills

• Strategy Formulation & Implementation Skills

• Rational Decision Making Skills

• Problem Solving Skills

• Research & Result Oriented

• Confident & Disciplined

• Presentation & Training Skills

***Personal***

Date of Birth : 01, March, 1983.

Nationality : Indian.

Marital Status : Married.

Religion : Islam.

Sex : Male.

**Date of Issue : 08/06/2016**

**Date of Expiry : 07/06/2026**

**Place of Issue : Patna.**