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**Munazir**

**C/o-MOBILE NO.** – 971504973598

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**OBJECTIVE:**

APPLY FOR THE POST OF “**ACCOUNTANT**”

To seek a challenging position in an organization where I can utilize my skill and strengths to be a value additions to the organization and also learn new things which would help me in developing my skills and strength.

**WORK EXPERIENCE:**

* Working as an “Accountant” in Arab Supplier General Trading co LLC from May 2016 in Dubai, UAE.

It is a trading company that deals with all the building materials. I am responsible for the followings

- Maintained all accounts of the company.

- Performed banking activities of the company.

- Prepared payroll and invoices of employees and business transactions.

- Maintained petty cash

- Bank reconciliation.

- Preparation of cash flow statement.

- Maintained accounts statement

- Preparation of monthly and daily report.

- Collecting outstanding payments.

- Preparation of aging report of credit customer and vendor.

- Sundry debtor and sundry creditor report.

- Works in a/c payable and a/c receivable.

- Inventory management.

- Finalization of accounts.

* Worked as an **“accountant cum audit assistant”** at Chimaya sridipta&co (CA) from 02/sep/2012 to 12/Jun/2014 at Odisha, India.

This is a chartered Accountant farm. My duty was

- Maintained all the accounts of farm’s clients company.

- Finalization of books of accounts of the clients.

- Conducted audits of various companies and reported to company head office.

* Working as an **“accountant** “in ABC computers and electronics from August

2014 to at December 2015 at Mumbai, India.

This company is active in sales and distribution of Electronics and beauty products all over Maharashtra. I am responsible for:

- Maintained all accounts of the company.

- Monthly verification of all the accounts of the company.

- Finalization of books of accounts of the company.

- Performed banking activities of the company.

- Prepared payroll and invoices of employees and business transactions.

- Maintained inventory of stocks.

- Maintained petty cash and main cash.

- Bank reconciliation.

- Preparation of cash flow statement.

**ACADEMIC QUALIFICATIONS:**

* S.S.C passed from Board Of Secondary Education of Orissa at Naiguan Daudpur high school in 2006.
* I.COM passed from Council of Higher Secondary Education of Orissa at Salipur College, salipur in 2008.
* B.COM passed with management honor from Utkal University at Kendrapara autonomous college in 2011.
* MBA (finance) passed from Fakir Mohan University at Regional College of engineering and management in 2014.
* M.COM (accountancy) passed from Utkal University at DDCE, from Orissa in 2015.

**TECHNICAL QUALIFICATION:**

* Post Graduate Diploma in Computer Application from Institute of cost Accountant of India in 2011.
* Tally9.0 from Zenith technology in 2011.
* QuickBooks

**PERSONAL DETAILS:**

*Date of Birth : 02ndJune 1991*

Sex : Male

Nationality : Indian

Religion : Islam

Marital Status : Single

Language Known : English, Hindi, Oriya& Urdu

Hobbies : Playing cricket, reading Books

**VISA DETAILS:**

**Visa type** : Employment visa

Notice period : Immediately

# **DECLARATION:**

To the best of my knowledge and belief this resume correctly describes my qualification, my experiences and me. I understand that my willful mistake described herein may lead to my disqualification or dismissal if engaged.

**Date: ---------**