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| CURRICULUMVITAEPARVEZ ***e-mail:******parvez.343901@2freemail.com******C/o-Mobile.+971504973598*****Date of Birth : 02-10-1988****Nationality : Indian****Marital Status: Single*****Responsibilities Undertaken:*** | Career ObjectiveTo associate myself with a progressive organization that provides me an opportunity to exhibit my knowledge and skills and update myself with the advanced knowledge in the field of AccountingProfessional Skills* Good Experience in SeniorAccountant.
* Good Numerical,statistical and Analysis Skills.
* Preperation and maintanance of MIS.
* Worked on Accounting softwareslike Tally ERP9, ORACLE.

Technical Skill & Experiences* Operating Systems : Windows 98, 2000, XP ,Vista& windows 7.
* Application Packages : Microsoft Office , Tally , ORACLE.

ProfessionalExperience***Company : Muzaffar Associate Tax Consultant*** **Designation : SeniorAccountant****Period : 12-May-2012 to 01-Nov-2014****COUNTRY : INDIA*****Company : AZMEEL CONSTRUCTION& CONTRACTING*****Designation :SeniorAccountant****Period : 10-NOV-2014 TO Still WORKING****COUNTRY : SAUDI ARABIA*** Updation of day to day transactions in MS Excel and Tally. ORACLE.
* Checking Invoices Manpower,Equipment,subcontractor, petty cash.
* Dealing with customers for recovery of payments.
* Collection of cheques from clients and updating the same.
* Dealing with invoicing team for resolution of any issues.
* Book keeping, Journal, Ledger & Trial Balance,Balance Sheet.
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|  | Academic Qualifications

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| **COURSE** | **BOARD/UNIVERSITY** | **YEAR** |
| **B Com.**  | **OSMANIA UNIVERSITY** | **2012** |
| **CSE** | **BOARD OF Intermediate**  | **2009** |
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| **S SC (10th)** | **BOARD OF SECONDERY** | **2007** |

Linguistic Abilities

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| **S L NO.** | **DESCRIPTION** | **SPEAK** | **WRITE** | **READ** |
| **1** | **English** | **Excellent** | **Excellent** | **Excellent** |
| **2** |  **Urdu** | **Excellent** | **Excellent** | **Excellent** |
| **3** | **Hindi** | **Good** | **Execllent** |  **Excellent** |
| **4** | **AREBIC** | **AVERAGE** | **Nil** | **AVERAGE** |

Personal DetailsNationality : IndianSex : MaleMarital Status : SingleReligion : IslamHobbies : Cricket,chess& Swimming.Date of Birth : 02-10-1988Passport DetailsPlace of Issue : HyderabadDate of Issue : 11/11/2010Date of Expiry : 10/11/2020Declaration**I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.**Place: Date: |
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