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| CURRICULUMVITAE PARVEZ  ***e-mail:***  [***parvez.343901@2freemail.com***](mailto:parvez.343901@2freemail.com)  ***C/o-Mobile.+971504973598***  **Date of Birth : 02-10-1988**  **Nationality : Indian** **Marital Status: Single** ***Responsibilities Undertaken:*** | Career Objective  To 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 Accounting  Professional 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. |
|  | Academic Qualifications   |  |  |  | | --- | --- | --- | | **COURSE** | **BOARD/UNIVERSITY** | **YEAR** | | **B Com.** | **OSMANIA UNIVERSITY** | **2012** | | **CSE** | **BOARD OF Intermediate** | **2009** | |  |  |  | | **S SC (10th)** | **BOARD OF SECONDERY** | **2007** |   Linguistic Abilities   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 Details  Nationality : Indian  Sex : Male  Marital Status : Single  Religion : Islam  Hobbies : Cricket,chess& Swimming.  Date of Birth : 02-10-1988  Passport Details  Place of Issue : Hyderabad  Date of Issue : 11/11/2010  Date of Expiry : 10/11/2020  Declaration  **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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