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|  | **HAROON.**FINANCE AND LOGISTIC PROFESSIONALD.O.B: 03-APR-1989Mobile No.: +971504973598Email: haroona.344062@2freemail.com DUBAI – UNITED ARAB EMIRATES |

**OBJECTIVE**

Seeking a position in your company to utilize and showcase my management and accounting skills which I picked up from working in a start-up firm, so that the company as well as I can benefit professionally and personally.

**WORK EXPERIENCE**

**1. Accounts Executive , GOODWAY ENTERPRISES PVT LTD. (Nov 2013-July 2015)**

* Managed finance and general aspects of the business remotely.
* Sales Invoicing. Prepare Receipt, Cash Book, Purchase Report.
* Monthly Sales Report Preparation
* Worked out business plans and financial plans.

**2. Logistic Exicutive, IDEA CELLULAR LTD**  **(Oct 2015-july 2016)**

* Planning of procurement, production, inventory control, logistics and distribution.
* Obtaining quotes for transportation and also making cost comparisons.
* Preparing and finalizing the price through BID Comparison process.
* Assisting for the preparation of Need For Approval.

**EDUCATIONAL PROFILE**

**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE ,COIMBATORE, TAMILNADU**

*Post Graduate Diploma in Management,* 2011-2013Dual Specializations in Finance and Marketing

- Areas of Interest: Financial Markets, Entrepreneurship, Business Environment & Macroeconomics

**AL AMEEN COLLEGE EDATHALA, Ernakulam, Kerala.**

*Bachelor of Commerce (Finance & Taxation),* 2007-2010.

**ORGANIZATIONAL STUDY AND INTERNSHIP**

* **MUNDETH STORAGE SYSTEMS PVT LTD**

Study on the financial efficiency and effectiveness of M/S MUNDETH STORAGE SYSTEMS PVT LTD

Project brief**:**

The study of the financial position of a company was accomplished by various tools and techniques like Comparative statement analysis, Common size statement analysis, trend analysis and Ratio analysis, Financial planning with financial ratios to support the above with the appropriate graphs and tables. Thus, we can say that, Financial Analysis is a starting point for making plans before using any sophisticated forecasting and planning.

 **Software/Computer Proficiency**

* Tally ERP 9
* MS Excel
* ORACLE ERP
* Quick Books

**OCCUPATIONAL AND COMPETENCE SKILLS**

* Good interpersonal and intrapersonal communication skills.
* Excellent cognitive skills.
* Ability to work well in a team or a group.
* Ability to adapt in multicultural environments.
* Have the ability to coordinate people and bring different elements together to work effectively.
* Cost and time management skills.
* Ability to deal with co-workers diplomatically and willingness to learn from them.
* Organizational skills when it comes to project or team management.

**INTERESTS / VOLUNTARY COMMITMENTS**

When I’m not at my job, I’ll be probably into any of the following things

* Updating myself with relevant information on companies and industries.
* Playing football, listening musics.

**OTHER INFORMATION**

* Marital Status : Single
* Nationality: Indian
* Language Proficiency- English, Hindi, Malayalam & Arabic (read & write).

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.