**MUDASSIR **

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**CURRICULUM VITAE**

Objective

Seeking a challenging and rewarding position in an environment where my talents and potentials can be effectively tapped for the benefit of the organization and the enhancement of my career.

Professional Experience

**Administration Officer cum Accountant**

**Al Atlal Auto Spare Parts Sharjah (May, 2011- Present)**

**JOB SCOPE**

* **Preparation of quotation for the customers (Original & Duplicate Parts) in Excel format.**
* **Preparation of Invoices for the customers in Excel format.**
* **Preparation of cheques for the suppliers in appropriate time.**
* **Preparation of Fund Transfer Application & Application for the Issue of irrecoverable documentary credit for import goods.**
* **Dealing with the day to expenses and incomes of the company.**
* **Monitoring the Bank Payments of the company.**
* Monitoring of petty cash vouchers and preparing petty cash statements.
* Business correspondence with dealers and processing of purchase orders & payments, Bank reconciliation.
* **Perform any administrational task required for the organization**
* **Calculation of selling price of commodity as per the organizational rule.**
* **Making purchase order from appropriate quotations.**
* **Preparation of Both credit and debit statements of accounts belongs to the company.**
* **Assisting the chief accountant for the settlement of accounts.**
* **Dealing with suppliers diplomatically and maintain a good relationship with the suppliers.**
* **Preparation of Payroll for the staffs in the organization.**
* **Dealing with the petty cash book of the organization.**
* Supervision on physical inventory of departmental stores and lead the team for processing of stock reports, stock reconciliation and stock adjustments.

**Junior Accountant**

**JRP GUPTA ASSOCIATES CHARTERED ACCOUNTANT (MARCH-2010 TO APRIL – 2011)**

 **JOB SCOPE**

* **Handled complete accounting on yearly basis for 15 different companies.**
* **Involved in internal auditing**
* **Handled VAT and other service taxes.**
* **Handled yearly Income tax of companies.**
* **Dealing with the day to day expenses and incomes of the company.**
* **Dealing with the petty cash book of the organization.**

Educational Qualifications

* **Bachelor of Commerce** from NAVA CHAITHANYA DEGREE COLLEGE
* **INTERMEDIATE** from NAVA CHAITHANYA JUNIOR COLLEGE
* **S.S.C.** From Magnific High School, Pisalbanda, Hyderabad in 2004
* **MBA.** Discontinued from pariyar university, Chennai.

Additional Qualifications

Operating System : Microsoft Windows

Packages : Ms-Office (Ms-Word, Ms-Excel,Power Point& Ms-Outlook).

Accounting Package : Tally ERP.

Personal Skills

* Ability to deal with problems diplomatically
* Solving comprehensive problems
* Willingness to learn
* Hardworking mentality
* Leadership qualities and a good Team Player

Personal Details

Nationality ; Indian

Date of Birth : 25/12/1987

Religion : Islam

Marital status : Married

Languages known : English, Hindi and Urdu.

I, the undersigned hereby declare that all the above information is true and correct to the best of my knowledge and belief.