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|  | 🞂 ATHARC:\Users\YOUSEFBZ\Desktop\photo.jpegAthar.347354@2freemail.com |
|  | Accountant in Business operations with over 5 years Experience |

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|  | *Objectives*Seeking a position as an Accountant where extensive experience will be further developed and utilized & To prove my excellence in Office and Business Administration while utilizing my knowledge and experience to achieve an organizational and personal goal.*Professional Experience:***YOUSEF MOHAMMED SHARIF AND SONS GENERAL TRADING LLC, DUBAI-UAE***GENERAL ACCOUNTANT ,* **March 2016 – November 2016****Job Descriptions:*** Maintaining day to day transactions & bookkeeping.
* preparing Asset, Liability and capital accounts entries by compiling and analyzing account information
* Prepare invoices & maintain due invoices record and Inventory Control
* Prepare reconciliation of all accounts.
* Computerized data entry using **Tally ERP 9**.
* Issuing cheques, recording of PDC cheques both payable/receivable
* Record Accruals and Prepayments
* Handling daily banking transactions and payments.
* Reports any complicated such as Under/Over to concerned superior immediately
* Reminding Credit recovery to Customers
* Preparing Payroll vouchers.
* Perform other related Duties as needed.

**ARSHAD GOLD- India***ACCOUNTANT ,* **January2011 – January 2016****Job Descriptions:*** Managing day-to-day Accounts activities accurately and on a timely basis.
* Computerized data entry using **Focus Software and Tally ERP 9**.
* Preparing Asset, Liability and capital account entries by compiling and analyzing account information.
* Managed staff of 6 individuals performing various sales, customer service, inventory control, Accounting, Repair and housekeeping Functions.
* Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions
* Reconciles financial discrepancies by collecting and analyzing account information.
* Calculating Salary and overtime and updating new hires and termination in payroll system.
* Preparing Annual financial statement
* Secures financial information by completing data base backups.

*Educational Qualification:*MASTER OF BUSINESS ADMINISTRATION (MBA) FINANCE, 2015Anjuman Institute of Technology and Management affiliated to Visveswaraya Technological University Belagavi, India BACHELOR OF BUSINESS ADMINISTRATION (BBA) FINANCE, 2013Anjuman Institute of Management and Computer Application affiliated to karnatak University Dharwad, India*IT Skills:** Good Knowledge and Experienced in MS Office (Advanced Excel, MS Word, Outlook, PowerPoint)
* Good Knowledge and Experienced in Tally ERP 9 Fluent User and Focus Software
* Considerable knowledge of Modern office Methods, practices, procedures and Equipments.

***Professional Skills:**** Ability to inspire and motivate others as well as to own initiative to display persona qualities such as reliability and efficiency.
* Being accurate under pressure
* Time management
* Adapt quickly to changing environment.
* Ability to work independently and with a team
* Excellent communication
* Leadership quality.
* Hard worker and good team player.

***Personal Details:*****Date of Birth:** 5/12/1992**Marital Status**: Single**Nationality:** India**Strengths:** * Effective Communication skills
* Ability to network and maintain strategic relationships
* Highly Diligent and Committed.

**Languages**: English, Arabic (Basics),& Urdu.**UAE Driving License :** In Progress (Final Road Test) **Reference - Available on Request** |