**** Jazar

 Jazar.351496@2freemail.com

**CAREER OBJECTIVE**

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

**PROFILE SUMMARY**

* Over 1 year of Experience in a **Manufacturing Industry** as an **Accountant**
* Completed **CMA** (Institute of Cost Accountants of India) **intermediate Exam**
* **Master of commerce (M.Com-Finance )** From Madurai Kamaraj University
* Proficient at handling day-to-day activities in coordination with internal/external departments for ensuring smooth business operations
* Initiative to perform tasks efficiently.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking

**WORK EXPERIENCE**

**Premier Footwear’s –Kerala,India.**

**Accountant August 2015 to October 2016**

* General ledger maintenance and purchase and sales data entry
* Dealing with petty cash payments and recording invoice
* Handling the entire financial matters of the concern in tally software
* Provided telephone support.
* Liaised with bankers, insurers and solicitors regarding financial transactions.
* Reporting to senior managers regarding the company’s finances
* Managing the receipts and deposits of cash and bank transactions

**PERSONAL STRENGTH**

* Positive attitude
* Leadership Skill
* Willingness to learn
* Team Work

**ACADEMIC QUALIFICATION**

* **ICWA-Intermediate** From Institute of Cost Accountants of India During 2013-2015
* **Master of commerce (M.Com-Finance )** From Madurai Kamaraj University during 2013-2015
* **Bachelor of Commerce (B-com -Finance)** from Calicut University during **2009-2012**

**COMPUTER KNOWLEDGE**

Tally 9 – ERP, - MS Office, – Multimedia

**LINGUISTIC ABILITY**

* English : Speak, Write, Read
* Hindi : Write, Read, Speak
* Malayalam : Speak, Write, Read
* Tamil : Speak
* Arabic :Write ,Read

**DECLARATION**

 I hereby declare that the above mentioned information given by me is true to the best of my knowledge & belief. I hope to have the opportunity to serve the best service to a company or an organization.