CURRICULUM VITAE

###### AKRAM

**E-mail:** akram.353739@2freemail.com

**CARREER OBJECTIVE:** To be a part of professionally managed organization with scope for a challenging career, opportunity for learning and continuous improvement coupled with growth and individual development.

**EDUCATIONAL QUALIFICATIONS :**

* Master in business administration.( FINANCE),

Kakatiya University, Warangal, Hyderabad, India.(2010-2012).

* Bachelor of computer science,

 Kakatiya University, Warangal, Hyderabad, India.(2007-2010).

###  WORK EXPERIENCE :

1.Company Name : Damas Auto Parts Establishment,

 Abu Dhabi Industrial Area,

 Mussafah, Abu Dhabi, UAE.

 Designation : Accountant General.

 Duration :July 2014 to at present.

2.Company Name : Mohammed Electronics,

 Banjara Hills,

 Hyderabad India.

 Designation : Junior Accountant.

 Duration : November 2012 to Dec 2013.

**JOB RESPONSIBILTIES:**

* Reporting to the General Manager. Was responsible for all accounts of the company.
* Verifying the Receipts, Payments, Vouchers and posting in respective ledgers.
* Voucher checking, posting Journal entries.
* Maintaining petty Cash to meet the daily office expenses.
* Maintaining Cash Books & Bank Books.
* Handling office administration
* Proper filling and documentation
* Email correspondence and stock maintenance
* Purchase order, sales order and maintaining attendance registers
* Handling petty cash and Bank formalities independently
* Responsible for passing all entries, verification of documents, preparation of report and submission to the finance manager
* Preparation of daily sales report
* Sale, purchase, banking, cash book and stock management

### TECHNICAL QUALIFICATION :

* Specialized in SAP (FICO)
1. New general ledger
2. Accounts payable
3. Accounts receivable
4. Bank accounting
5. Bank reconciliation account
* Specialized in Peachtree sage accounting,
* Specialized in TALLY (ERP) 7.0, focus and wings,
* Specialized in ms-word, ms-excel, ms-windows,

PERSONAL DETAILS:

Date of Birth : 10-June-1990

Nationality : Indian

Marital Status : Single

Languages Known : English, Urdu and To Some Extent Arabic

Driving License : valid UAE driving license

I hereby declare that statements mentioned above are true to best of my knowledge and belief.