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| CURRICULUM VITAE | |
| SYED  [SYED.356035@2freemail.com](mailto:SYED.356035@2freemail.com) | |
|  | CAREER OBJECTIVE  To work with sincerity and dedication in an organization favors professional growth and continued learning, to lead by example and provide an environment of co-operation and team spirit in the workplace.   * S.S.C. : Board of Secondary. * Intermediate : Board of Intermediate. * Degree : B.com (Dr. B.R. Ambedkar University) In 2011.   PROFESSIONAL EXPERIENCE   1. Worked as an **Accountant** in Linox Creative Advertising LLC, Sharjah–UAE for 1 year. 2. Worked as an **Accountant** in Grids Contracting and Decor LLC, Al Quasis, Dubai-UAE for 3 years.   **Job Responsibilities**   * Record and document financial transactions * Reconcile accounts * Analyze financial transactions to determine accuracy, completeness. * Maintained Account receivables, Account payables * Finalization of accounts to balance sheet * Handling store activities and staff and tracking their activities on and off floor * Maintaining customers database * Briefing the staff about the daily activities * Checking grooming and other essentials of the staff on regular basis * To send the daily charts and reports to administrative officer of   Total sale and GDP.   1. Worked in Eagle Eye Pvt Ltd as a **Process Executive**, Hyderabad from 2008 to 2010 (**Role & Responsibilities:** Prepare and involved online typing and cross verification the data).   COMPUTER SKILLS   * Diploma in Accounting * Packages: Tally, Peachtree. * Operating Systems : Windows 2003 NT4 (98, 2000, XP). * Office Tools.(World, Excel and PowerPoint) * Internet Surfing Knowledge. * Typing in English Typewriter (65 WPM).   STRENGTHS   * Dedication to work and strive for goals in life. * Good team player skills, ability to withstand pressure. * Leadership and Decision making capabilities. * Flexible to work in different environments. * Finely tuned analytical and research skills. * Good oral, written communication and presentation skills. * Well organized and proficient with details. * Fortitude, Forbearance and Patience.   ABILITIES   * Quick grasping power, Believe in Hardworking, Good Key Board skills and Optimistic.   HOBBIES   * Playing Cricket, Swimming and Singing etc. |

I acknowledge that all the details furnished are authentic to best of my knowledge.