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| CURRICULUM VITAE |
| SYEDSYED.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 EXPERIENCE1. 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.
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I acknowledge that all the details furnished are authentic to best of my knowledge.