

SYED

[SYED.360016@2freemail.com](mailto:SYED.360016@2freemail.com)



**CAREER OBJECTIVE​:**

Endeavoring to become an enterprising person in a challenging and a competitive organization where my skills and excellence put to their best at the same time enhance my knowledge and gain experience to adopt the industry in future.

**WORK EXPERIENCE:**

Designation: Junior Accountant cum Administrator

Employer : Unique needs

Duration : 2 years (2014-2016)

**JOB RESPONSIBILITIES:**

* Maintains accounting controls by preparing and recommending policies and procedures
* Prepares payments by verifying documentation, and requesting disbursements.
* Maintain Purchase Order Processing system.
* Process Accounts Payable paperwork at completion of the check run.
* Prepare mailings and priority shipments for the Finance/Accounting Department.
* Prepare labels and maintain files as needed within the department.
* Prepare correspondence as needed within the department.
* Assist Senior Accountant with payroll system and payroll related items.
* Manage petty cash account.
* Assist the CFO in tracking and maintaining company insurance policies.
* Assist the CFO with facility support and security issues
* Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the CFO or Senior Accountant

**EDUCATIONAL QUALIFICATION​:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Discipline | School/College | Board/University | Year of | percentage |  |
| Passing |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Finance | Matrusri |  |  |  |  |
|  | (major) |  |  |  |  |
| MBA | Institute of PG | Osmania university | 2016 | 65% |  |
| marketing |  |
|  | studies |  |  |  |  |
|  | (minor) |  |  |  |  |
|  |  |  |  |  |  |
| B.com | Commerce | Nava chaitanya | Osmania university |  | 70% |  |
| (comp) | degree college | 2014 |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
| Intermediate | C.E.C | Nava chaitanya | Board of | 2011 | 72% |  |
| Intermediate |  |
|  |  | jr.college |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| S.S.C | S.S.C | Martinet high | Board of Secondary | 2009 | 68% |  |
| TH ​ | Education |  |
| (10 ​ CLASS) |  | school |  |  |  |

**ACADEMIC PROJECT​:**

* A STUDY OF SELECT EQUITY INDICES IMPACT ON PRECIOUS METALS OF

INDIA

|  |  |  |
| --- | --- | --- |
| **SKILL SET:** | |  |
| ● | Back office Tools | : Microsoft Office |
| ● | Operating system | : Windows 98/00/XP/Vista/07 8.1 |

**CERTIFICATION ​:**

● Diploma in Business Accountancy (TALLY ERP 0.9,FOCUS,WINGS)

**STRENGTHS ​:​**.

* Positive attitude
* Pleasing personality
* Good communication skills
* Challenging to prove worthy and hard working

**HOBBIES & INTEREST​:**

● Learning poetry

|  |  |  |
| --- | --- | --- |
| **PERSONAL PROFILE​:** | |  |
| Name | : | SYED |
|  |  |  |
| Date of Birth | : | 05-10-1993 |
| Gender | : | Male |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Known Languages | : English, Urdu, Hindi, Telugu | |
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|  |  | |
| **VISA STATUS** | **​**: VISIT VISA (expiry 14 june 2017) | |

**Declaration:**

In view of the above, I request you to be kind enough to give an opportunity to serve your esteem organization. In the capacity mentioned above for which the act of kindness shall be very thankful and grateful to you. I hereby declare that the above information and particulars are true and correct to the best of my knowledge and belief.