**Curriculum Vitae**

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**IRFAN**

**IRFAN.**361435**@2freemail.com**

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***CAREER OBJECTIVE***

* A responsible and challenging position that will allow me to explore my abilities and skills to seek a win-win relationship.

***KEY SKILLS: -*** Proficient or familiar with the following technologies, including:-

* ROLE OF ASSISTANT ACCOUNTANT
* ROLE OF COMPUTER OPERATOR
* ROLE OF OFFICE ASSISTANT
* Knowledge of MS-Office, Ms-Excel, Outlook, Pagemaker & Tally ERP 9
* Knowledge of finance and accounting principles and practices:
* Manage all accounting operations based on accounting principles.
* Maintaining of accounts payable (customer invoicing, receipts and aging) Data entry; Proficiency with Microsoft Office & Excel suite:
* Knowledge of Windows Platform: - Assembling, Dissembling, Installation, troubleshooting Printers and scanner

***DUTIES & RESPONSIBILITIES :-***

* Make entries of Bank Cash Payment/ Receipt/ Journal/ Contra Vouchers. Reconcile and analyze financial data in various systems.
* Preparing financial documents such as invoices bills and accounts payable and receivable; Completing purchase orders.
* Establishes, maintains and coordinates the implementation of accounting and accounting control procedures.
* Develop, implement, modify and document recordkeeping and accounting systems, making use of current computer technology.
* Entering the daily sales report – retail. Data entry management;
* Prepare statements and other financial reports; Managing day-to-day transactions;
* Reconciliation of ledgers and bank statement;
* Recording of daily accounting transactions in System;
* Complete general ledger operations. Performs other related tasks as directed by the head of the department.

***EXPERIANCE***

* Three year experience Computer Operator From Bhagirath Dairy Pvt. Ltd in India. From 25 July 2011 To 30 June 2014
* One Year experience Computer Operator & Assistant accountant from St. Paul’s School from 01 July 2014 to 30 June 2015.
* Two Year accountant and cashier experience in Jupiter College from 01 July 2015 to 31 March 2017.

***QUALIFICATION***

Senior Secondary from BSER, Ajmer (Rajasthan) in the year 2011.

Graduate from B.A. of MDS University in India.

Certificate in Computer Hardware & Networking, Tally

Diploma in Two Year Teaching (STC)

***PROFESSIONAL QUALIFICTION***

Certificate in Computer Hardware and Networking from IIHT center Certificate in Financial Accounting (Tally ERP 9)

Computer Basic Certificate (RS-CIT)

***OTHER***

English typing speed 40-50 wpm Hindi typing speed 25-35wpm

Full Working of Computer Ms office, excel, outlook & Internet as well.

***INTEREST & ACTIVITIES***

Trying to get and learn new Ideas follows them and Internet Surfing.

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| ***PERSONAL RECORD*** |  |  |
| Date of Birth | : | 20 July 1986 |
| Father’s name | : | Asgar Ali |
| Marital Status | : | Unmarried |