**JAMSHID**

**JAMSHID.367556@2freemail.com**

**Objective**

Seeking a position as **Accountant/ Administration / Customer Service Assistant** that will utilize my knowledge, skills, and abilities to provide high quality service to employees, I have the ability to be committed to my job, meeting deadlines and achieving good result, with strong communication skills and capable to relate myself at all levels.

**Executive summary**

* A competent professional, with around **2+ year of experience** in finance, Accounts and operation and administration.
* Hold MBA(*Specialization in Finance*) and B.Com *(Specialization in computerized accounting)*
* Hold current valid driving license in KSA
* Domain knowledge in Accounts and administration.
* Significant exposure in developing and effectuating innovative business development strategies.
* An effective communicator with except relationship, management skills with the Ability to adapt with people at any level of business and management.
* Ability to easily understand new concepts with minimum refractory time
* High adaptability
* Perseverance and Integrity to Work
* Objectivity
* Innovative thinking

**Professional Experience**

1. DESIYA AYURVEDIC PHARMACY, KERALA, INDIA

 Position: Accountant& Operation Officer

 Duration: May 2011 to April 2012

Job Responsibilities:

* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Performing administrative duties
* Assisting receptionists
* Couriering important files
* Providing innovative ideas
* Managing records of company policies and procedures
* Coordinating company meeting, events and sessions with other department assistants
* Preparing guests or client accommodations
* Creating presentations, documents, files, spreadsheets and databases
* Arranging for the delivery of domestic and international packages
* Preparing financial reports

**2**. **TUXPAN EXPORTERS, KERALA, INDIA**

 ***Position: Accountant Coordinator***

 ***Duration: June 2014 to April 2015***

*Job Responsibilities:*

* Audit invoices, monitor accounts payable trial balance, input manual invoices, check disbursement, and perform procedures relating to proper vendor payments
* Audit gift cards, phone card sales, and money orders
* File and manage store paperwork
* Perform all fuel related accounting
* Perform general office duties as well as other assignments from the Director of Accounting
* Organize, distribute, and verify the work of other staff, and participate in their training
* Answer queries related to your area of activities
* Perform special operations like duplicating files for security purposes, prepare credit notes,
* collection notices, make adjustment to entries, authorize non-standard invoices, and cancel and replace checks

3. INTERNATIONAL SECURITY SYSTEM IN KSA

 ***Position: Accountant & Administration officer***

 ***Duration: May 2015 to March 2016***

*Job Responsibilities:*

Accounting

* Working with spreadsheets, sales and purchase ledgers and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.

Administration

* Management of office equipment
* Maintaining a clean and enjoyable working environment
* Handling external or internal communication or management systems
* Managing clerical or other administrative staff
* Organizing, arranging and coordinating meetings
* Sorting and distributing incoming and outgoing post

**Education**

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| Master of Business Administration (MBA) Specialization in Finance | Bharathiar University - Tamilnadu, India |
| Bachelor of commerce (B. COM) Specialization in computerized accounting | Calicut university, India |

**Computer Literacy**

* Accounting package: Tally (ERP 9), Peachtree & other accounting software
* MS Office: MS-Word, Excel and Presentation software.
* Well literate in Internet Usage
* Proficient user of windows 98, 2000, XP, Vista