*CURRICULAM VITAE*

***ACCOUNTANT.***

***ABUSAYED***

[***ABUSAYED.370840@2freemail.com***](mailto:ABUSAYED.370840@2freemail.com)

**OBJECTIVE**

Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Accounts and Finance

**WORK EXPERIENCE**

I have over 1year of experience as assistant of chartered Accountant in Finance and Accounts.

From Period: April 2014 to December 2014.

I have worked as Accountant-cum-Front office Executive in Ramakrishna Agencies under the groups of Shubhashrees’s

From period: August 2016 to February 2017

**KEY RESPONSIBLITIES HANDLED**

Bachelor of commerce with one year of assistant of Chartered Accountants (V.A.PATANGE AND CO., CHARTERED ACCOUNTAT in Vijayapur.

Worked based on Tally ERP, preparing, analyzing and maintaining the records purchase and sales Books of Accounts of Client’s.

Experienced in keeping the records of daily financial aspects of organization and creative skills of experience overall business process.

      Computation of total income of Individuals and all other assesses.

      Preparation and online filing of the income Tax, TDS and VAT returns.

      Preparation of Monthly returns and filing Of ST And PT

      Preparation and finalization of Accounts, preparation of Financial Statements.

      Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.

      preparing of Cheques and entry into accounting systems.

      Preparation of Bank Reconciliation Statements and

      Verification of vouchers and involved in auditing.

**Educational Qualifications**

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| --- | --- | --- | --- | --- | --- |
| **Sl No** | **Exams** | **University/Board** | **College/school** | **%of marks obtained** | **Year of passing** |
| 1. | B.com | Rani channamma | Smt,kumudbeen Darbar college | 84.46 | 2016 |
| 2. | Puc II | Government of Karnataka, Dept of Pre-university Education | v.b Darbar p u college | 73.66 | 2013 |
| 3. | Sslc | Karnataka state examination board | Shree Rukamangad high school | 78.72 | 2011 |

**Technical Skills:**

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| Packages | MS Office - Excel, Word, PowerPoint And **Outlook** |
| Operating Systems | Microsoft Windows XP, 2007 and Vista |
| Accounting Package | Tally 7.2 And ERP 9.0 |
| Languages Known | English,Hindi,marati and kannada |
| Internet | savvy |

**About Self:**

* Pleasing personality Very dynamic, enthusiastic.
* Capable of working in ambiguous and uncertain¬ environment, high analytical, conceptualization and organization skill.
* To ensure that work is progressive as per planning¬ schedule, quality.
* Excellent communication and leadership skills.

**Personal Details:**

**ABUSAYED**

DOB: 25TH MAY 1994.

GENDER: Male.

MARITAL STATUS: Single.

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DECLARATION: I hereby declare that the above information furnished by me true and correct to the best of my knowledge and belief.

DATE: Yours faithfully.