**Habib**

**Habib.371388@2freemail.com**

Accountant (Master Commerce)

**Career Objective:**

To employ my knowledge with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Personal Strength:**

* Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
* Ability to work cooperatively and collaboratively with all levels of employees, management.
* Organizational, time-management, adaptability, communication, openness, leadership.

**Area of Interest:**

* Maintaining of accounts.
* Scrutinize the ledger.
* Check and Inspect the Accuracy of Accounts Receivable and Payable Ledger.
* Develop and Maintain the Clients and Business Partners Databases.
* Analyze and recommend Changes in Internal Audit Control.
* A Perform physical count if needed and safeguard Client’s assets and properties.
* Finalization of Accounts and Preparation of Audit Reports.

**Potential to Learn:**

* Maintaining Petty Cash and Preparation of Daily Expenses Sheets.
* Bank reconciliation, Supplier reconciliation.
* Preparation of Monthly Vendor Balance Summary, Aging Report, Depreciation Schedule and Prepayments & Advances
* Maintain listing of accounts payable.
* Maintaining Branch Accounts Reconciliation.
* Create and Manage budgets, Balance sheets and other related Financial Statements.
* Prepare Audit paperwork in accordance with Standards and requirement.
* A Perform physical count if needed and safeguard Client’s assets and properties.
* Finalization of Accounts and Preparation of Audit Reports.



**Professional Qualification:**





* **Bachelor of Commerce (B.Com), First Class with A+ Grade**

New College, Madras University, Tamil Nadu - India, Completed 2013

* **Master of Commerce (M.Com), First Class with A+ Grade**

New College, Madras University, Tamil Nadu - India, Completed 2015



**Academic Project:**

* **Project Name: -** Financial Performance of LARSEN & TOUBRO (SELF).

**Industry:** Cost and Work Accounting.

**Duration: -** 2 Months.

**Study About: -** Working Capital needed by company and to calculate different ratio.

* **Project Name :-** A Study on Tourism Management .

**Industry :-** Marketing .

**Duration & Period :-** 6 weeks & M.Com .

**Study About :-** Destination Knowledge to the travellers & Promoting Business about Tourism.



**Achievements:**

* Class Topper in Cost Accounting 5th semester & Management Accounting 6th semester in B.COM.
* Award for Proficiency in M.COM 3rd semester.
* Successfully passed the financial accounting, direct tax and law in June 2016 exam conducted by "ICMAI"
* Successfully passed the Cost & Financial, financial accounting, direct tax and accounting in December 2016 exam conducted by “ICMAI”







**Technical & Software:**

|  |  |  |
| --- | --- | --- |
| **Accounting Package:** | Tally (ERP – 9.0) |  |
|  |  |  |
| **Application Packages:** | MS Office Suits - Word, Excel, Power Point, |  |
| Front Page |  |
|  |  |
|  |  |  |

**Personal Details**

|  |  |
| --- | --- |
| **Nationality** | Indian |
|  |  |
| **Date of Birth** | 03-Aug-1993 |
| **Gender** | Male |
| **Marital Status** | Single |
| **Languages Known** | English , Tamil & Hindi |
|  |  |
|  |  |
| **Visa Status** | Visit Visa |
|  |  |
| **Visit Visa Expiry** | 02-Oct-2017 |
|  |  |

**DECLARATION:**

I hereby declare that all the statements mentioned above are true to the best of my knowledge.

**)**