**CURRICULAM VITAE**

Mirza

Mirza.371570@2freemail.com

# Career Objective

To be an asset to the company by contributing to the company’s value streams and self Development as a person, employee and a professional. To effectively utilize my skill sets and to be part of organizational growth.

# Career PROFILE

* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**Company: THE RIGHT ARMS CO, K.S.A from DEC 2014 to MARCH 2017**

**Position: Accountant (supervisor)**

* Billing to client on a regular basis and maintain and coordinate with the implementation of accounting procedures.
* Manage day to day vouchers (Receipt, Payment & General)
* Maintain Accounts Receivables & Accounts Payable.
* Prepare Bank Reconciliation Statement to ensure that all collections are intact and accounted for. Prepare necessary adjustments on irregularities of records.
* Prepare & maintain customers Purchase Invoice and receipts for posting to respective accounts.
* Handling all labor and day to day assigning work to them
* Maintain all labor records in a systematical and handover daily basis work as per the company procedure

**Company: DREAMZ DIGITAL ENTERPRISES,INDIA. from April 2010 to May 2013**

**Position: accountant (store supervisor)**

* Creating the leads form the customer by providing information about various financial product according to there needs.
* Attending Customer complains and suggestions.
* Handling Customer at all levels to achieve optimum satisfaction.
* Meeting all the targets provided by the Regional Head.
* Strong experience in End-to-End Account Opening Process & Operation.
* Strong experience in Customer Service.

**Education**



* **Bachelor of Commerce** from Osmania University, Hyderabad, Andhra Pradesh India
* **Higher Secondary School** from Board of Intermediate, Hyderabad, Andhra Pradesh, India
* **Secondary School Certificate** from Board of Secondary, Hyderabad, Andhra Pradesh, India

**Technical Skills**



* Accounting Packages **:** Tally, Peachtree & quick book.
* MS Office **:** MS word, MS excel & MS PowerPoint.
* Operating Systems **:** Windows 7, Vista, XP, ME, 98, 95, MS-Windows.

**Personal Information**

 Date of Birth : 30-06-1985

 Sex : Male

 Marital Status : Married

 Nationality : Indian

 Languages Known : English, Arabic, Urdu & Telugu

**DECELARATION :**

I am very competitive and for my Knowledge is extensive. I hereby declared that above written particular are true to the best of my knowledge and belief.