**CURRICULUM VITAE**

**SHAIK**

**SHAIK.371678@2freemail.com**

**CAREER OBJECTIVE**

To secure a challenge position in a progressive organization, where my skills can be enhanced and contribute to the organization success.

**QUALIFICATION**

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| --- | --- | --- |
| **NAME OF THE EXAMINATION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** |
| Master Of Business Administration | Osmania University | 2015 |
| B.Com | Osmania University | 2013 |
| Intermediate | Board Of Intermediate | 2010 |
| SSC | Board Of Secondary | 2008 |

**ACADEMIC PROJECT UNDERTAKEN**

A project on portfolio management and security analysis

**EXPERIENCE**

Working as an accountant in S.A Enterprises Pvt Ltd from Sep 2015 to June 2017

**WORK RESPONSIBLITIES**

* Review budgets and prepare cost report and cash flows.
* Maintain records of invoice and creditor’s payments
* Keep records of all transactions
* Prepare invoice, purchase order and petty cash
* Bank and credit cards reconciliations
* Prepare month-end and year-end reports

**TECHNICAL SKILLS**

* Diploma in Financial Accounting (Focus, Wings, Tally & Project in Peachtree)
* Well versed in using Emails, MS OFFICE and Internet facilities.

**PERSONAL STRENGTH**

* Enhance productivity and efficiency
* Adaptable to any environment
* Ability to manage task in given time

**PERSONAL DETAILS**

Date of Birth : 27-Mar-1992

Nationality : Indian.

Language Known : English, Hindi and Urdu

Visa status : long term visa

Valid until : 18-OCT-2017

**DECLRATION**

I am interested in working for your organization. I enclose my resume in exploring the possibility of employment, hope you will consider my application and give me an opportunity to show my capability.

Thanking you in anticipation of your favorable consideration.