**CURRICULUM VITAE**



Fareed

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**Career Objective:**

Coordinates implements and maintains the growth of the organization. Coordinates labeling activities through change management interfacing with suppliers to meet quality standards and timelines. Strictly follows established procedures and policies.

**Work Experience:**

Working as an **Accountant** in **Mec Ac System and Contracting LLC From 24/04/2017 to Till Now in AJMAN (UAE)**

**Type Of Work:-**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* 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.
* Handling Petty Cash

**2)** Worked as an **Accountant** In **HYDERABAD TUBES & DUCTS PVT LTD** for a period                    of two year’s.

**Type Of Work:-**

* Assisting with all aspects of administrative management, directory maintenance.
* Managing inventory of assets and supplies, monitoring critical level of stocks, sourcing for suppliers and submitting Invoice(s)..
* Scheduling and coordinating meetings, interviews, events and other similar activities.
* Sending out and receiving mail and packages.
* Preparing business correspondence (often using word processing, spreadsheet, and presentation computer software).
* All Day-to-day operation matters

**Educational Qualification:**

* MBA(finance) from Osmania university
* BSC from Osmania University
* Intermediate 10+2 from Board of Intermediate. Hyderabad, India.
* SSC from Board of Secondary. India.

**Technical Skills:-**

* Well Versed in MS Office Applications (Word, Excel and powerpoint)
* Good Hands in Tally ERP 9.0
* Typing speed 25+

**Strengths:-**

* Good communication skills.
* Hard Working and Believe in Myself.
* Able to work in any kind of environment globally.

**Personal Profile**

Marital Status : Single

Nationality : Indian

Religion : Islam

Languages Known : English, Urdu,Hindi and telugu

Passport No : L8374075

Visa Status : Resident (UAE)

**Declaration:**

I hereby declare that the information and facts furnished above are true to the best of my knowledge and belief.

**(Fareed)**