**CURRICULUM VITAE**

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**ABDUL**

**Accountant with 3.5 years of experience in UAE**

**Holding UAE driving License.**

**E-mail:** **Abdul.375075@2freemail.com**

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**Objectives:-**

To obtain a challenging responsibility position in a professionally managed organization, where in, I can contribute to the successful growth of the organization utilization my skills and work and also improve my professional skills.

**Educational Qualification:-**

 Master of Business Administration from Jawaharlal Nehru Technological University.

 Bachelor of Commerce from Osmania University.

**Computer & Technical Skills:-**

* Accounting packages
* Tally ERP 7.2 & 9.0
* Peach tree
* Focus
* Wings
* PMS
* Typing speed (60 wpm)
* Ms Office (Word, Excel, Outlook and Power point)
* Internet Concept, Browsing & Mailing

**Work Experience:-**

* Worked in **“SAFE PRINTERS LLC”** as an Accountant from May-2014 to Nov-2017 **(U.A.E).**
* Job description: - My duties and responsibilities are comprises mainly Manage to all company documents

and records in a systematic Manner in (Tally ERP9) software.

* Prepare Vouchers, Invoices Like Sales, Purchase, Receipt, Payment Etc.
* Prepare Bank Reconciliation Statement.
* Maintain Day to Day Activities.
* Prepare Monthly Trail Balance and Profit & Loss accounts.
* Handling Petty Cash Book.
* Prepare LPO (Local Purchase order) for material purchase.
* Prepare Debtors Statement & follow-up for payments.
* Bank Account Activities Cheques deposits, cash deposits and cash withdrawals.
* Coordinate with Sales Department for their work and client meetings, Quotations sent and other work related activities.
* Prepare Received, Payment and Petty cash vouchers.
* Online Payments and online Receipts activities.
* Prepaid Sales invoices to the clients.
* Maintain Debtor’s Statement & Creditor’s Statement.
* Bank activities like collected document from bank and follow-up with the bank for all the bank transactions.
* Handling Cash control and Payroll Accounts.
* Monitoring organization working activities.
* Prepare Cheques for the Suppliers for their payments and entry into the software.
* Compiling monthly Management reports Sales reports, Customers and Suppliers age analysis
* Prepare MIS reports weekly and monthly wise Company financial performance.
* Maintain customer records for future activities.
* Keep Passport copies secure in locker employees of the organization.
* Company important documents keep safe and secured in security lockers.
* Prepare salaries WPS for all the employees of the Organization and forward it to the bank for salary credits.
* Preparing leave salaries according to working days months years.
* Prepare overtime salaries, upon overtime work activities.
* Using outlook mailing system for clients’ responses sent outstanding statements to the clients.
* Reconciliation of debtors and creditors accounts statements to eliminate discrepancies.
* Payment and journal Vouchers adjustments debit to credits.
* Prepare PDF files for client’s statements.
* Quotations sent for client approval using outlook system.
* Update day to day reports to all the management etc.
* Worked in **“JANKIDAS ENGINEERING CO PVT LTD”** as an Assistant Accountant for 1 year **(India).**

* Job description: - My duties and responsibilities comprise mainly of the following tasks on Computer (Tally ERP-7) Accounting packages.
* Prepare Vouchers, Invoices Like Sales, Purchase, Receipt, Payment Etc.
* Prepare Bank Reconciliation Statement.
* Maintain Debtor’s Statement & Creditor’s Statement.
* Maintain Day to Day Activities.
* Handling Petty Cash Book.
* Prepare Journal Entries In The Books Of Accounts.
* Bank Accounts Activities like Deposit Cheques into the Bank.
* Prepare Monthly Trail Balance, Profit & Loss accounts, and for the yearend Balance Sheet under senior Accountant.
* Prepare Vat duty and Excise duty on sales and purchase.
* Online payments and online banking activity.
* Verifying and documenting of documents relating to payable accounts
* Maintain Customers Records forwarding their queries and problem to the senior accountant.
* Update day to day reports to all the management etc.
* Payment and journal Vouchers.

**Inter Personal Skills & Strength:-**

## Effective Communication Skills, Ability to Work hard Learns Quickly from others and towards in a team towards success.

## Hardworking and result oriented as an individual and in a team.

## Always loyal to my authorities.

**Personal information:-**

**Name : ABDUL**

**Date of birth :** 07-12-1987

**Marital Status :** Single

**Nationality :** Indian Muslim

**Language known :** English, Urdu, Hindi & Telugu.

**Place :** Dubai. U.A.E

**Driving License : Holding UAE Driving License**

Date : 2017 yours sincerely.

Place : U.A.E  **(Abdul)**