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| CURRICULUM VITAE |  |
| **Abdul**  Mobile : Whatsapp +971504753686 / +919979971283  E-mail : [Abdul.376239@2freemail.com](mailto:Abdul.376239@2freemail.com)  **Address :** UAE |

* ***Career Objective***

Seeking a challenging position in the field of Accounts/Admin Field, where I can maximize my skills and experience in a challenging environment to achieve the corporate goals. Around 3 years of experience in Accounts/Admin with specialization in Computer Accounts & preparation of ledgers posting and inventory management.

* ***Qualification & Education***
* **M.B.A** **(Finance)** from J. N. T. University Hyderabad ( India)
* **Bachelors of Commerce**, (Computer Science) from Kakatiya University, Warangal (India)
* Diploma in Computerized Accounting (Tally 9.0).
* ***Professional Work Experience in India.***

**From November 2015 to October 2017 Hyderabad, Telangana ( India )**

Organization : Clevez Information Technologies.

Designation : HR & Administration Coordinator

***Job Responsibilities :***

* Respond to internal and external HR related inquiries or requests and provide assistance
* Redirect HR related calls or distribute correspondence to the appropriate person of the team
* Maintain records of personnel-related data (payroll, personal information, leaves, etc.) in both paper and the database and ensure all employment requirements are met
* Liaise with other departments or functions (payroll, benefits etc.)
* Support the recruitment/hiring process by [sourcing candidates](https://resources.workable.com/recruiter-email-templates), performing [background checks](https://resources.workable.com/tutorial/background-check-red-flags), assisting in short listing, issuing employment contracts etc.
* Schedule meetings, interviews, HR events etc. and maintain the team’s agenda
* Coordinate training sessions and seminars
* Produce and submit reports on general HR activity
* Assist in ad-hoc HR projects, like collection of employee feedback
* Support other functions as assigned

**From November 2013 to October 2015 Adilabad. Telangana.( India )**

Organization : Moon developers and constructions Company.

Designation : Accountant/Admin

***Job Responsibilities :***

* Managing of accounts receivable & payable follow up the receipts and payments.
* Making VAT return data & filling E-Return on monthly & quarterly basis. .
* Making VAT audit data & vat audit report yearly.
* Maintaining all ledger accounts such as purchases, sales, debtors & creditors account etc.
* Reconciliation of vendor & customer quarterly basis.
* Handling & controlling cash & bank transaction with day to day bank reconciliation.
* Maintain & Verification of petty cash books.
* Coordination with internal and external auditors to complete audit process.
* Every month inventory audit with coordination of store manager & preparing stock report.
* Maintain day to day accounting & proper filing.
* Maintaining office stationeries and suppliers records.
* ***Academic Project Details:***

Project Title : **Inventory Management**

Work Profile : Reporting to the Stores manager daily of inventory stock,

Minimizing the stock cost, by maintaining optimum level

Holdings of raw material, working-in-progress.

Duration : 60 days.

* ***Technical Skills:***

* Windows, MS-Office, Tally.
* Good typing skills.
* Excellent communication skills in both oral and written
* Dedication to continuous improvement.
* Team working & supporting colleges.
* ***Personnel Profile:***

Name : Abdul

Nationality : Indian

Date of Birth : 08 Jan 1989

Marital Status : Single

Languages : English, Hindi, Telugu & Urdu.

* ***Passport details :***

Issue Date : 02/09/2014

Expiry Date : 01/09/2024

Visa Status : Visit Visa

* ***Declaration:***

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

Signature

*Abdul*

Reference: Shall be furnished up on request.