**RESUME**

**JAFAR**

**Cell No: Whatsapp +971504753686 / +919979971283 Email:** [**jafar.376286@2freemail.com**](mailto:jafar.376286@2freemail.com)

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| **CAREER OBJECTIVE** |

Intend to work in an environment with dedicated people, which will help me to learn add values and upgrade myself with new technology, So that I can contribute all my skills and potential for the growth and development of the company for achieving its goals.

**Educational Profile:**

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| **Degree** | **School/College** | **Board/ university** | **Year of  passing** | **Percentage of  marks** |
| B.Com | Vijayanagar collage  Hospet | Gulbarga University | 2009 | 67.00% |
| PUC | Government Junior College | Department of Pre-Universitry Education,  Karnataka | 2006 | 63.00% |
| SSLC | Kaveri Higher Secondary School | Karnataka Secondary Secondary  Education  Examination Board | 2004 | 50.88% |

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| **TECHNICAL SKILLS** |

* M S Word.
* M S Excel.
* Tally 9.0.
* Winman CA Erp.

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| **WORK EXPERIENCE** |

2 years experience Y M Kattavkar and Associates Srikanth Complex,

New Cotton Market , Hubli

3 Years Experience as an Articled Assistant at

M/s D.V. Sarovar & Co., Chartered Accountants

N.C.Colony ,Hospet.(TQ) PIN:583201

Bellary (Dist). PIN:583222

**Certification Course**

1) ITT from The Institute of Chartered Accountants of India

2) GMCS from The Institute of Chartered Accountants of India

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| **Duties & Responsibilities** |

* Verifying Day book, Cash book, Ledger, Journal and Vouchers
* Preparing Trial Balance, Trading & Profit & Loss Account, Balance Sheet and Bank Reconciliation Statement.
* Preparing Income & Expenditure and Receipt & Payment Accounts
* Preparing Statement of Income Tax, and Returns
* Checking Books of Accounts and Finalization of Accounts
* Preparation of Document for Audit Report.
* Communicating with Clients.
* Auditing for Ltd Company, Trust, School,College and Other Business

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| **INTERESTS AND HOBBIES** |

* Reading books,
* Listening to Music,
* Playing Cricket
* Visiting Historical Places

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| **Personal Details** |

Name : JAFAR

Date of Birth : 10-05-1988

Nationality : Indian

Languages Known : Kannada,Hindi,English,Tamil ,Telugu & Urdu

Marital Status : Single

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| **DECLARATION** |

Kindly consider my application symplication sympathetically and provide me an opportunity to serve in our Organization for which act of Kindness, I shall be ever grateful to you sir.

Looking forward to hear from you at the earliest.

**Place : Hospet**

**Date : (JAFAR)**