Resume

Ghulam

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Email: ghulam.378006@2freemail.com

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| **VISION, MISSION & OBJECTIVES** |

To achieve excellence in my work through striving for quality, efficiency and effectiveness by being part of an organization that provides an ample scope for learning and provides opportunity for organizational and personal growth.

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| **CAREER SUMMARY** |

* B.Com through**Kashmir University Grade A.**
* Industrial Accountant through **“The Institute of Computer Accountants”,** Huzuri Bagh Srinagar.

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| **CORE COMPETENCIES**. |

* Strong communication, reasoning, analytical and problem-solving skills.
* Love and dedication to hard work strong time management, organization and decision.
* Dynamic and resultoriented, liking for challenges.
* Excellent leadership skills. Ability to work in a diverse cultural environment.

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| **COMPUTER EDUCATION AND SKILLS.** |

* **Diploma in computer Applications.**
* **Tally-7.2 / ERP-9.0**
* **Busy**

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| **WORKING EXPERIENCE.** |

* **Presently working in Saifco Cements Pvt.Ltd. as an Accountant.**
* Worked as an Accountant in **Trumboo Cement Industries Pvt.Ltd.** Raj Bagh Srinagar from September 2007 to July 2015
* Worked as an **ACCOUNTSASSISTANT**in**Kashmir Motors**, Moulana Azad Road Srinagar, From June 2006 to August 2007

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| **SPECIALITY.** |

Specialization in maintaining of accounting both **Computerized** as well as **manually.**

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| **JOB RESPONSIBILITY.** |

Maintaining of vouchers, Day Book, Cash Book, Ledgers, TDS, Vat, Excise, Sales Tax, BankReconciliation Etc. maintaining of the same above record in computerized (Tally, Busy).

Preparing of the financial statements like Trial Balance, Profit & Loss Account & Balance Sheet.

**Personal Bio-Data**

**Date of Birth: - 21st March- 1986**

**Languages Known: -English, Urdu, Kashmiri**

**Gender : - Male**

**Declaration.**

I hereby declare that all the above stated facts are true and correct to the best of my knowledge and belief.

Date: Ghulam