Curriculum Vitae



**Mallesham**

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# **OBJECTIVE**

# I Wish to work with esteemed organization where an opportunity never ends acquiring greater skills to perform my best

**Education Qualification**

|  |  |
| --- | --- |
| **s.s.c** | From z.p.p.s secondary school |
| **DGREE (B.com Hons)** | From Lalit Narayan Mithila open University at Kameshwarnagar, Darbhang, Bihar |

 **COMPUTER /Technical Qualification**

* **MS Office (Ms word, excel, power point)**
* **Computer Hard Ware**
* **Chip Level Repairing of Laptops & Desktops**
* **Microsoft Certified Professional MCSE & CCNA from Domain Network**
* **Zone, Hyderabad.**
* **Post Graduation Diploma in HEALTH & SAFETY ENVIRONMENTS (HSE)**
* **TALLY ERP 9.6.2**

**Work Experience**

I had been work as**Cleaning Supervisor** from 22 July 2004 to 25 September 2007 in the **Diplomatic Club** at **Doha, Qatar**

 I had been work As a **Restaurant Cashier** from September 26 2007

 to 19 September 2009 in **The Diplomatic Club** at **Doha, Qatar**

I had been worked as a **Cashier (service crew)** from 2012 to November 2014 in **Al-Musbha Modern company** at **Saudi Arbia**

 **Assistant Accountant Duties**

**Preparing sales invoices & the upkeep of an accurate accounts filing system.**

**Preparation and input of month end journal vouchers.**

**Inputting, matching, batching and coding of invoices.**

**Debtor and Creditor reconciliations.**

**Preparation of various reports for senior managers.**

**Responsible for financial accounts including budgets and cash-flow.**

**Conducting regular business reviews of financial performance.**

**Proactively identifying business improvement opportunities.**

**Fixed Asset accounting, reconciliations and depreciation journals.**

**Ensuring that information is accurately collated & entered into systems.**

**Preparation of weekly invoice and expense claim payment runs.**

**Assist in the preparation of monthly balance sheet account reconciliations.**

**Inputting of supplier invoices and employee expense claims to the ledgers.**

 **Languages Known**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Read** | **Write** | **Speak** |
| **Arabic** | Poor | Poor | good |
| **English** | Good  | Ex lent | Very well |
| **Hindi** | Good  | Good  | Well |
| **Tamil** | Poor | Poor | well |
| **Telugu** | Very well | Very well  | Very well  |

# **PERSONAL PROFILE**

Name : Mallesham

Date Of Birth : 02-03-1983

Gender : Male

Religion : Hindu

Nationality : Indian

Marital Status : Married

**DECLARATION**

I hereby declare that the particulars mentioned above are true to the best of my knowledge, information and belief.

(MALLESHAM)