CURRICULUM VITAE



Nizam

Email Id:

[Nizam.378262@2freemail.com](mailto:Nizam.378262@2freemail.com)

Contact Number:

C/o 971504973598

Personal Profile:

Gender: Male

D.O.B :30-07-1993

Marital Status : Single

Expiry Date :16-07-2025

Linguistic Proficiency

English

Hindi

Urdu

Kannada

Visa Status:Visiting Visa

Visa Validity: 29-05-2018

Career Objective:

Seeking a position to utilize my abilities and skills in the Industries that professional growth while being resourceful, flexible and innovative. To work in a competitive world by making the best use of my skills and capabilities.

Career Summary:

* Invoice processing in accordance with the requirement of Service Level Agreement agreed by clients.
* Processing the invoices for European countries like UK, Italy ,Portugal,Germany and Poland etc.
* Processing of normal, and critical payments like urgent Payments promptly, accurately and efficiently.
* Assisted lead cashier in execution of merchandizing and billing operations.
* Processed merchandise and ensured stock availability on the assigned floor.  
  • Guided customers and provided them with highest quality of customer service  
  • Ensured loss prevention procedures.  
  • Stocked merchandise in check stand area.
* Day to day preparation of reports and sending it to the concern department.
* Make use of oracle and tally applications for bill postings.

Work Experience:

Assigned Role:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMPANY | DESIGNATION | EXPERIENCE | Year | LOCATION |
| Vodafone south india ltd | Cashier cum accountant | 13 months | 2015-2016 | Bangalore, India |
| Hewlett packard | Financial associate | 12 months | 2017-2018 | Bangalore, India |

Work with multiple tools like – SAP, Oracle, Tally ERP.9.

Roles & Responsibilities:

* Appreciated by management for Hard Work and Dedication Supporting the team.
* Making reversals and corrections for invoices posted incorrectly.
* Make use of SAP accounting software for proceesing the payments .
* Processing of PO (MM) and Non-PO (FI) invoices.
* Verification of critical payments and high value payments which are more than 10K and 100k invoices.

Qualification:

B COM from Bangalore University with 74%

2nd P.U.C in 2012 from KEB 86.33%

10th in 2010 from KSEEB with 50%

Declaration:

I undersigned hereby declare that the information given above is true to the best of my knowledge, information and belief. I also assure you that if given an opportunity to join in your esteem organization. I will discharge my duty with sincerity and honesty to the satisfaction of my superiors.

NIZAM