# **zafar**

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Immediate Joining **I** Visit Visa

**ACCOUNTANT / ACCOUNTS EXECUTIVE / VAT SPECIALIST / ADMINISTRATION**

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| **PROFESSIONAL PROFILE** |

An ardent Accountantwith 03yearsof hands on experience inManufacturing / Banking Industry.Dynamic individual seeking assignments in Accounts, Administration or HR with a growth oriented organization of repute. To make a sound position in organization and work enthusiastically in team to achieve goal of the organization with devotion and hard work.

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| **DIFFERENTIATORS** |

* Finance & Accounts.
* General Accounting.
* Accounts Payable & Receivable.
* Cash Management.
* Bank Reconciliation.
* Cash Flow Statement.
* Handling Payroll.
* Finalization of Accounts.
* Highly proficient at Microsoft Excel, PowerPoint, Word.
* Good communication and interpersonal skills.

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| **EMPLOYMENT EXPERIENCE** |

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**ACCOUNTS EXECUTIVE –INDUS MOTORS PVT LTD**

**FEB 2017 – SEPT 2017**

* To carry out end to end financial / accounting entries in Tally9.
* To create excel sheets for monthly reporting.
* Manage end to end accounting entries using Tally 9
* Proven track record in using advance MS excel tools for creating systems for tracking financial transactions.
* Daily Bank receipts / payment entries.
* Bank Reconciliation Daily /Weekly/ Monthly.

**Accounts Executive - THIEH INGOTS PVT LTD**

**AUGUST 2014 – MAY 2016**

* Preparing daily MIS (Raw materials & finished goods)
* Monthly Dispatch details
* Bill Process (contractor – supplier)
* Bank Reconciliation.
* Accounting and billing on Tally.
* Experience in Income Tax, Sales Tax / VAT, Service Tax filing and related formalities.
* Entry in Tally.
* To help in filing VAT returns on monthly basis.
* Inventory management

**Operations trainee – Hindustan Cargo**

**April 2013 – January 2014**

* Assist to prepare Authorization letter and send to forwarder together with shipping documents for clearance of the goods from the port.
* Approve bookings for container and freight pick up, and ensure coordination for shipments.
* Review shipping documents while ensuring completeness and accuracy.
* Issue Delivery Order by sea and air.

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**Marketing & Sales Executive -ICICI BANK**

**Sep 2012 – March 2013**

* Responsible for winning profitable new business in-line with company objectives.
* Building and maintaining Client Relationships - Direct Customer Relations and problem solving.
* Planning and coordinating sales generated events and outreach activities.
* Initiation and implementation of Promotional Campaigns.

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| **EDUCATION** |

* **MBA in Finance & Marketing** from SNGIMS under ANNA**University**, India - 2010 - 2012
* **B.B.M** fromSNGC under Bharathiar **University**, India - 2007 - 2010

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| **IT SKILLS** |

* Package: MS office –word, PowerPoint, Excel.
* Front end tools: visual basic, Tally ERP 9.

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| **LINGUSTIC ABILITY** |

* To write : English, Hindi, Malayalam.
* To speak : English, Hindi, Malayalam, Tamil and Urdu.

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| **PERSONAL DETAILS** |

* Date of Birth : 28. 05. 1989
* Sex : Male
* Nationality : Indian
* Marital Status : Single
* Visa Status :On Visit Visa