**Curriculum Vitae**

**Ummer**

Email:  ummer.379680@2freemail.com

**Career Objective**

* To work with a company which provides a challenging career, where my skills and experience will be utilized for the mutual growth of company and myself.

**Professional Strengths & Skills**

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| --- |
| * Finalization of accounts including auditing the books of accounts preparation of trail balance, trading and profit & loss account, balance sheet.
* Preparing cash book & bank book with reconciliation and bank transactions.
* Preparing and maintaining purchase & sales bills on day to day basis.
* Management of petty cash transactions and statutory accounts.
* Controlling credit and ensuring debtors pay on time.
* Ensuring all payments amounts & records are accurate.
* Working with Tally ERP software
* Successful Sales Executive in Garment Outlet “JOHN PLAYERS”
* Notable Accomplishments
* Provided necessary support to retail store

Handled Retail storesKey Objectives & Responsibilities:* To manage the store as a profit center with the following key areas in consideration:
* Handling customers,
* Providing necessary support for customer need.
* Preparing Quotations for customer queries,
* Handling cash,
* Maintaining & developing good relation with customer and ensuring prompt service at all time,
* Follow up Receiving, Stock and delivery with proper Documentation,
* Analyzing Targets on a daily/weekly basis, achievements and action for short fall are taken care,
* Maintaining high standard of store visual merchandising and window displays, developing customer skills.
* Keeping track of the stocks, inventory & giving feed backs to the buyers as to how the quantities can be worked out. To insure a healthy working atmosphere at all time and boost team spirit.
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**Employment Snapshot And Experience**

* **Sathish B.P Bhat (Auditor and Tax Practitioner near Mangalore)(August2016 – March 2017)**

**Designation:** Accounts and Management Assistant

**Job Role:**

* Firms & Companies accounts maintenance & finalization etc.
* Prepare balance trial balance, P/L accounts & balance sheet.
* Audit the books of accounts & prepare audit reports.
* Bank Reconciliation
* File Maintenance and other day to day activities.
* Responsible for payroll, accounts receivable/payable ledgers, and VAT return.
* **“JOHN PLAYERS” Manipal branch 2015-2016**

**Designation:** Accounts cum sales.

More than 1 years’ experience in position demanding strong sales and problem solving as well as a high level of ability to the following.

- Sales - Records

- Customer/Client Relations - Follow up

- Management & Supervision

* Establish excellent rapport with clients based on well – developed listening skills and ability to match desires with product or services.
* Takes creative, innovative approach to sales to maximize market share, increase sales volume and profitability.
* Communicate clearly and concisely in both oral and written form, with people of widely varied backgrounds and socio-economic levels.
* Enthusiastic, hardworking and persistent. Demonstrates the initiative and self-motivation to meet or exceed company goals.

**Education**

**Bachelor of Commerce**

**University:** Mangalore University, Mangalore, India

**Year of Completion:** 2015

**PUC** in Christian Pre-University College from Dept. Pre - University Education with specialization in Commerce from Karnataka state board.

**SSLC**in T.M.A Pai E.M.H.S High School from Karnataka Secondary Education Examination board.

**Computer Skills**

* Expertise with Tally ERP 9, and Microsoft Office (Word, Excel, Access, PowerPoint)
* Extensive experience in using internet for research purposes and a proficient user of e-mail

**language Skills**

Fluency in oral & written English, Hindi, Kannada.

**Personal Details**

Date of Birth: 6-4-1993

Religion: Islam

Nationality: Indian

Marital Status: Unmarried

**Declaration**

I declare that the above facts given by me are true to the best of my knowledge and belief.