**RESUME**

1. **Personal Information:-**
* IRSHAD
* C/o-Mob:+971 5016785421
* Email – irshad.379819@2freemail.com

**2) Educational Qualification**

|  |  |
| --- | --- |
| **Degree** | **Institute** |
| SSLC | Karnataka State Board |
| P.U.C | Department of Pre University |
| B.com | Mangalore University  |

**3) IT SKILLS**

* Proficiency in Computer Skill such as MS Office XL, word and Tally 9

**4) Other Skill**

* Highly trustworthy, Hardworking and Flexible to working hours
* Excellent Interpersonal & communication skills, Quick learner

**5) Work Experience:-**

 1 Year work Experience ***Accounts Executive/Cashier/Data Controller with Q BABY:***

* Preparing the Voucher.
* Preparing Reconciling Daily Activity Report
* Handling petty cash
* Handling Proper Filing, documentation.
* Verifying expenses & Issuing Petty cash as per requirement.
* Preparation of weekly and monthly reports on outstanding bills.
* Reconciliation of the company Ledger with the bank account
* Checking Suppliers & Sub- contractor bills.
* Monitoring and Controlling of Debtors & Creditor.
* Filling of VAT return and related VAT reports and requirments

**6) Hobbies**

1. Playing Cricket,

**7) PERSONAL DETAILS:**

Gender : Male

Date of birth : 27/07/1994

Marital status : Single

Nationality : Indian

Religion : Muslim

Language known : English, Hindi, Kannada, Malayalam

VISA : VISIT VISA

**Declaration :**

I hereby declare that the information furnished above is true to the best of my knowledge.