Syed 

Email: [syed.380335@2freemail.com](mailto:syed.380335@2freemail.com)

# Objective:Seeking a challenging position in the field of sales ,marketing and accounting so asto utilize my skills for organization and individual growth.

# Experience

### Organization: ZARS International, Hyderabad, India Duration: Oct 2015 – Dec 2017

**Role:**Payroll Executive and banking relation executive

* Process all the weekly, monthly, quarterly, half -yearly and yearly payrolls of all the employees of the organization
* Manage the year-round bonus and half -yearly appraisals given to the employees and check their entries in the account book
* Verify other payroll related entries and resolve the queries of the management team
* Handling current account
* Handling requests for bid bond , performance bond and L/c

# Education

* **MBA(Finance & Hr)** from Amjad Ali Khan College of Business Administration
* **B.com(Hons)** from Aurora Degree college
* **Intermediate** from Sri Srinivasa junior college
* **SSC** from St. josephs High School

# Academic Projects

1. **Company**: ICICI Bank

**Project title**: Analysis of Mutual Fund

**Description**:  
Study and analyze Open-Ended Balanced growth schemes of five mutual funds and to compare

and rank each of them

Giving investor an idea on mutual fund and its working in the market with illustration

To help investor have understanding of the risk associated with mutual fund investment

# Company: Hero MotoCorp Project title: Cash management and its effectiveness

# Description: Study of cash management in general.

# Study of effectiveness of cash management using intra firm comparison of Hero MotoCorp

# Achievements

* Did promotions for Samsung for its newly launched cell phones
* Volunteered as an organizer for the biggest LiteratureFestival of Hyderabad HLF
* Attended one month of “English for employability” programme conducted by US consulate.

# Technical Skills

* Windows XP, 7, 8, 10
* MS Office
* Tally

# Skills & Abilities

* Good Communication Skills
* Able to Work Independently and With the Team
* Hardworking, goal-oriented, Adaptive, Sincere and Supportive

# Personal profile

* Name: Syed
* Date of Birth: 22nd October 1992
* Nationality: Indian
* Language known: English and Hindi

**Declaration:**

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