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| --- | --- | --- |
|  |  | **Curriculum Vitae** |
| Name | : | SHOEB  |
| E-mail | : | Shoeb.380772@2freemail.com  |
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**OBJECTIVE:**

Interested to work in an institution wherein I can exploit my knowledge to the maximum and also use my inter personal and communication skill, ability to establish and maintain healthy relationship with all levels of staff, management. To do the tasks at hand in systematic manner and excel in executing the job with my analytical and problem-solving skills, and work for the development of the company.

**HIGHEST QUALIFICATION:**

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| --- | --- | --- | --- |
| M.B.A | Shadan College | Osmania University | 2014 |
| B.COM (General) | S.D. Signodia College of Arts & Commerce | Osmania University | 2011 |
| Intermediate | Govt Junior College | Board of Intermediate | 2008 |
|  |  | Education |  |
| SSC | Zeenith High School | Board of Secondary | 2006 |
|  |  | Education |  |

**TECHNICAL COMPENTENCY:**

Conversant with Computer Literature and Applications such as:

* MS Office: Word, Advanced Excel & Power point.
* Accounting Packages: Tally – ERP, Tally 9, & Wings etc.
* Diploma in Hardware: Operating system - windows 98,Window XP,Vista Etc. Installations & Trouble Shooting.
* Typing skills : 50 wpm (key word skills)
* Internet Savvy.

**WORK EXPERIENCE:**

Accountant SIA Publishers Distributor Pvt.Ltd, Telangana. 15 Dec 2016 - 30 Dec 2017

**INVENTORY RESPONSIBILITY:**

* Posting of purchase, Sales & Return Entries in Manual Records.
* Assisting Audit team in Stock Audit.
* Ability to evaluate pricing and inventory control.
* Ability to analyze inventory processes and trends.
* Good organizational and analytical skills.

**JOB RESPONSIBILITIES:**

* Excellent knowledge of popular data entry software.
* Well-versed in analyzing data entry problems and finding appropriate solutions.
* Knowledge of using Microsoft Office, SharePoint and Documentum.
* Skilled at managing data in a manner conducive to deriving appropriate information and providing data support.
* Proven ability to prioritize multiple data entry tasks to meet the company’s goals.
* Processing billing activity and then ensuring that prompt billing processing takes places.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Input data in an accurate and efficient manner.
* Verification of Inventory bills.
* Preparing of invoices & Accounting Vouchers.

**STRENGHTS:**

* Excellent communication skills; able to grow positive relationship with people and colleagues at organizational levels.
* Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve goals.
* Willingness to learn. Team Facilitator. Time punctual.

**PERSONAL PROFILE:**

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| --- | --- | --- |
| Gender | : | Male |
| Date of Birth | : | 14 APRIL 1987 |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Religion | : | Islam |
| Languages Known | : | Urdu English, Hindi and Urdu |