

**SATRAM**

Dubai, United Arab Emirates

[Satram.383317@2freemail.com](mailto:Satram.383317@2freemail.com)

**PERSONAL INFORMATION**

* D.O.B: 18-12-1995
* Marital Status : Single
* Languages : English, Urdu, Sindhi

**EXTRA CURRICULAR**

* Participated in SYO organization
* Voluntary work
* Participated in cultural activities in college.

**Hobbies**

* Reading Books
* Internet
* Social Service

**Personal Skills**

* Polite, Confident, Have Patience
* Helping nature, disciplined and ability to handle the stress.
* Excellent Verbal & Written Communication Skills.

**Visa Status**

* Visit Visa

**REFERENCE**

* Will be furnished on demand

# OBJECTIVE:

Seeking start level position to start my career, where I can utilize my professional knowledge and working skills in all sectors for mutual growth and learning environment.

# QUALIFICATIONS:

**Bachelor of Commerce (B.Com)** 2014-2016  
Shah AbdulLatif University, Khairpur, Pakistan

# Professional Experience :

**Internship as a Cashier**  Jan 2017 – Mar 2017  
Al-Habib Bank Limited, Khairpur, Pakistan

**Junior Accountant** Jan 2012 – Dec 2016

Sakhi Lal Traders, Khairpur, Pakistan

*Responsibilities:*

* Preparing Cash Receipt, Payment, General and bank vouchers
* Maintaining Cash Book
* Maintaining Purchase, Supply and Stock Registers.
* Maintaining Main ledger.
* Preparing delivery report.
* Preparing/Monitoring Gate inwards/outwards record
* Preparing of Assets register
* Preparing of Daily Reports for Sales and Delivery
* Preparing of Monthly Payroll
* Preparation of Bank Reconciliation Statement
* Co-Ordination with Auditors
* Maintaining final accounts.
* Maintaining Supplier and customer ledger for control purposes.
* Maintaining Supplies and Customers files.
* Preparing of costing sheet for the material produced & sale
* Preparing Bank Reconciliation
* Monitoring inventory
* Full command over the Quick Books, Peachtree & Focus
* Able to perform the maintenance of accounts independently.

# TECHNICAL SKILLS:

**OperatingSystem:**Windows2000/XP/Windows7/8

**ComputerSkills:**Installation,maintenanceandtroubleshootingofMicrosoftwindows, printers,scannersandsoftware’s.

**Applicationpackage&tool:**MicrosoftOffice,Notepad