

**TAHER**

**Location:** Dubai

**Email:** taher-393287@2freemail.com



**Career Objective:**

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

**SUMMARY:**

* Handle large amounts of paperwork and data.
* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Communicate clearly with work colleagues using emails etc.
* Handle petty cash, floats and expenses.
* Continually meet and exceed the operational and administrative expectations of employers.
* Provide accurate administration of all paperwork generated at Office level.
* Quickly learn about new in house database systems.
* Find and obtain information and documents quickly.

**TECHNICAL SKIILS::**

* Diploma in Tally 7.2, ERP 9, QuickBooks and Peachtree
* Proficient in MS Word and MS Outlook, Windows Server
* Well versed with Internet Browsing and E-mail handling

**Experience:**

**2014 – 2018**

Sharjah – United Arab Emirates.

**Designation:** Assistant Accountant.

**Job Responsibilities In Zam Zam Packaging Mat. Ind. Llc,**

* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Resolving customers issues regarding invoice, payment related matters.
* Completing purchase orders
* Managing payroll
* Completing financial reports on a regular basis and providing information to the finance team
* Managing day-to-day transactions
* Sorting financial documents and posting them to the proper accounts
* Maintaining PDC and Current cheques and Posting on the due date.

**EXPERIENCE:**

**2008 – 2010**

**ICICI Lombard General Insurance, Hyderabad, India Phone Banking Officer (PBO) AT GRADE A2 IN**

**RESPONSIBILITIS:**

* Selling ICICI Lombard General health Insurance to the customers
* Interacting with customers in all over India
* Calling customers and convincing them on ICICI LGI
* Must efficiently set goals and work on so as to avoid any escalations and maintain the relevancy and quality while providing service to the customer
* Must discuss every matter with its supervisor or team leader to get any issue sorted
* Achieving the monthly target in every month

**EDUCATION AND QUALIFICATIONS:**

**Osmania University, Hyderabad, India**

**Bachelors of Commerce - Vidya Dayini Degree & P.G. College,** Hyderabad, India.

**Board of Intermediate, Hyderabad, India.**

**Intermediate - Govt. Falaknuma Junior College,** Hyderabad India.

**Board of Secondary Education, Hyderabad, India.**

**SSC - St. Hills High School,** Hyderabad, India

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| **PERSONAL DETAILS:** |  |  |
| Name | : | **TAHER** |
| Date of Birth | : | 22-01-1987 |
| Marital Status | : | Single |
| Gender | : | Male |
| Nationality | : | Indian |
| Languages Known | : | English, Urdu, Telugu and Hindi. |

**Declaration:-**

**I declare that the information given above is true to the best of my knowledge**

**TAHER**