**Afzal** Date of Birth : 15th May 1979

Sex : Male

Email : afzal-393335@2freemail.com Marital Status : Married

**Objective:**

Seeking for respective career with international organizations to achieve better opportunity to grow in the career and enhancing personal skills

**Profile 1:**

**I am computer embroidery designer.i have8years experience in Saudi Arabia**.

**: I have 6 months experience in Qatar.**

**Skills:**

* Preparing the pay roll of various organizations
* Compile analyze and prepare financial records
* Worked exclusively on the tally software to final the account right from the initial stage.
* Managing the data through excel.
* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Inputting, matching, batching and coding of invoices.
* Debtor and Creditor reconciliations.
* Compile analyze and prepare financial records.

**Education:**

|  |  |  |
| --- | --- | --- |
| Intermediate | U.P. Board | 2003 |
| High School | U.P. Board | 1998 |

**Certification/Training:**

* Diploma in Computer Application from APTECH COMPUTER EDUCATION BARABANKI (UP).
* **Office Packages:** MS Word, MS Excel, MS Power Point, MS Acounting.

**Language.**

**English:. Arabic :. Hindi**