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| **CURRICULUM VITAE**  **NOORUL**  DUBAI.  Email – [noorul-394863@2freemail.com](mailto:noorul-394863@2freemail.com)  **LOOKING FOR ASSISTANT ACCOUNTANT**  **Career Objective :**  *Seeking a position in your organization where my experience and Interaction skill*  *can be effectively utilized and can contribute in positive ways.*  ***Professional Experience (Total Two year one months in India experience*)**  **Company Name Hero bike company**  **Designation General Accountant**  **Working Period Aug 2017 to Aug 2019**  **Responsibilities :**   * Making Every day PettycashReports in Excel sheet * Making profit and loss Account Reports on weekly basis * Making service and spare parts reports * Making stock statement& inventory statement on daily basis * Making Monthly staff salary reports * Making monthly Gst prepare (Goods & service Tax) & Upload the reportsGST Websites   ***Professional Experience (Total one year & six months in India experience*)**  **Company Name (Auditing Office)**  **Designation Data Entry (Tally ERP 9.0)**  **Working Period Aug 2015 to Jan 2017**  **Responsibilities :**   * + - Making purchase and sales entry     - Making Bank statement entry     - Making Tax calculation purchase and sales in Excel sheet     - Making GST Prepare and Submit the Govt GST website   ***Professional Experience (Total One and half years Gulf experience)***  **Company Name company at Qusais**  **Dubai**  **Designation Data Entry cum Assistant Accountant**  **Working Period Feb 2011 to Apr 2012**  **Responsibilities :**   * + - Attending calls     - Pod Updation     - Bill of entry (Import & Export ) Mirshall – II     - International Manifesting & Despatch     - Prepared in Despatching AWB     - AWB Manifesting (International and Domestic     - AWB collect money from couriers and submit the senior manager     - Maintain pettycash handling and day to day accounts submit the senior |
| * **Software Skill Accounts & Auditing:** * Tally ERP 9.0 * Monthly GSTPrepare and Uploadthe Govt GST website * High Rise in MS Word,MS Excel, * Adobe Photoshop (PS) * **Educational Qualification:**   **Bachelor of Business Administration (B.B.A) under Graduate** from Khadir Mohideen  College Adirampattinam. University of Bharathidasan Trichy, from India.   * **Personal Information:** * Sex : Male * Date of Birth : 14 May 1986 * Marital Status : Married * Religion : Muslims * Nationality : Indian * Visa Status : Visit visas**(January 2020)** * Language Known : Tamil, English,Hindi, Arabic ,Malayalam * Driving License : Indian Driving license**(from 2007)** * **Hobbies :** * Travelling, Football, Reading Books * **Competencies :** * Organized well structures at wok, * Commited to deadlines schedules * Good team player * Independent self motivated * Good written communication skills * Typing speed 40 wpm * **Reference :** * Provide as per request * **Declaration:**   **I hereby declare that the above information provided by me is true and correct**  **to the best of my knowledge and belief.**  Signature  (NOORUL) | |
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