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| **CURRICULUM VITAE****NOORUL** DUBAI.Email – 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
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| * **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 MohideenCollege 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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