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| **PERSONAL DATA :**  **Date of Birth**: 06 JUNE 1987  **Nationality**: Indian  **Gender**: Male  **Religion** : Islam  **Marital Status**: Married  **Languages:**English - Fluent  Urdu - Fluent  Hindi - Native  Arabic - Average  **EDUCATION :**  \* Bachelor of Commerce  From – Utkal University,  Odisha  Year - 2007  \* HSC-Board of  Examination- Odisha  Year-2002  **Computer& Technical Skills :**  \* Industrial Accountant from ( ICA )   * \* Proficient with MS Office * \* Tally 7.2 / 8.1, Fact &Ace * \* Other important software’s   **OTHER SKILLS/ Interest :**  I can work with minimum supervision in any under pressure.  Driving, Listening Music  Net browsing,  **STRENGTHS :**  Dedicated & prompt to the given job  Responsible, Hardworking, team Player Internally  Capability to manage multiple tasks and activities at the same time  Motivated, organized, keen to details, and fast learner.  **Capabilities:**  Adapting, fast learner, creative & optimistic effective verbal, return interpersonal communication skills  Good Team leader and Player  Effective decision-making and leadership skills.  **References :-**  Available upon Request | OBJECTIVE : Seeking a challenging position in Technical ,Sales & Marketing that will utilize acquired experience and commitment to excellence and at the same time to be a part of a company that could further enhance my skills while working in a challenging environment and eventually contribute to the over-all well-being of the firm. CAREER PROFILE AND EXPERIENCE:  Date : **Sep 2008 to May 2019**  POSITION : Cashier Cum Accountant  LOCATION : DUBAI - UAE  **Responsibilities :**     * Worked as cashier cum accountant in finance department * Received cash and other currency collection from outlets and prepare for bank deposit by same date * Received card sale slips and prepared batch report according to showroom wise * If found any cash and card variance or fake currency reporting to respected showrooms for verification * Received petty cash expenses from showrooms for re-embossment * Received customer refund form for card sale and cash sale, doing necessary refund process as per company terms and conditions * Received credit note summary report showroom wise accordingly * Worked as central cashier in mall of Emiratesand Dubai Mall * Received Cash and currency collection from all showrooms, doing exchange the all currencies and doing bank deposit, sending bank deposit scan copy to finance department   **ARORA BUSINESS CENTRE**  Date **: Mar 2008 to September 2008**  POSITION : Asst. Accountant  LOCATION: BANGALORE-INDIA  **Responsibilities:**     * Received Sales order, Delivery note, Sales invoice and Credit Card sale from outlets. * Receiving credit card slips from outlets and prepare monthly batch analysis report showroom wise. * Receive cash,Foreign currency and cheque from more than 20 outletsand maintain the records in excel accordingly * Handling petty cash expenses and monthly reporting * Preparing trial balance, Trading, Profit &Loss account andbalancesheet * Handle staff payment and payroll work.   **MANSAROWAR INDUSTRIES.**  Date :**Jan 2007 to Mar 2008**  POSITION :Accountant  LOCATION : INDIA  **Responsibility:**   * Receive purchaseorder, sales order andsalesinvoice doing journal entries. * Preparing Bank Reconciliation , Debtor and Creditor account reconciliation * Preparing Return filling and Submitted tax of VAT, CST and TDS * Handle Petty cash expenses and reporting * Handle receivable accounts and payable accounts all kind of liabilities. * Prepare trail balance and Balance sheet andreview with senior accountant   **SENSORS & SYSTEM**  Date :**Feb 2006 to Jan 2007**  POSITION : Asst.Accountant  LOCATION : INDIA   * Worked on Tally 7.2 and MS Office. * Sales Invoice, Payment Voucher, Receipt Voucher, Journal voucher preparing and entry in the systems. * Preparing monthly, half yearly and annually Bank Reconciliation. * Preparing Debtor, Creditor accountsReconciliation. * Monthly , half yearly and yearly concern with chartered accountant for finalization of account   Email: [nurul-396299@gulfjobseeker.com](mailto:nurul-396299@gulfjobseeker.com)  I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>  I hereby declare that the above furnished particulars are true to the best of my knowledge and belief.    NURUL |