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| Curriculum vitaeKHAJA **E-mail:** **khaja-397443@gulfjobseeker.com** |

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| **Career Objective:** | I am seeking for a Position in the field of Accounts cum administrator where I can utilize my knowledge, experience and skills to benefit the organization in the best possible ways and work dedicatedly for the development of the company. |

## Professional experience:

 Accounting and Maintenance Books of Accounts

 General Ledger, Accounts Payable

Assisting in preparing Monthly Schedules and Analysis

 Preparation of Bank Reconciliation Statement

 Handling Petty Cash,

## Work experience

### India (June 2017 – December 2019):

**Accountant Assistant.**

## Specific Duties & Job Details:

* Maintain day to day books of Accounts in Tally,
* Maintain Bank Reconcilation Statement and Reconcilation Of Debtors & Creditors,
* Maintain Journal Entry Sale, Purchase & Exp Invoice,
* Maintain all Accounting voucher entry.
* Maintain Petty Cash Book
* Maintain day to day Accounts & reporting to the senior management.
* Inventory control and Preparation of Monthly stock report.
* Continues follow up with local and outside customers for collection.
* Preparation of monthly Profit & Loss Statement & Balance sheet.
* Preparation of Mis reports as per management requirement.

## Work experience

### M/s. Zam Zam auto parts india (June 2015 – May 2017):

### Sales Executive Cum Administration.

## Specific Duties & Job Details:

### Preparing commercial invoice and delivery notes.

### Handling Shipping documents timely and accurately.

* Inspect for Import shipping documents as per signed contract/purchase order.
* Able to organize things efficiently and work in fast paced environment.

### Handling company’s shipping & monitor the status of incoming supplies and submit payment request for all logistics services.

* Contact everyday with foreign customers in domestic and aboard by Email & telephone. Maintaining good overall relations with suppliers; coordinate with vendors.
* Inspect for Import shipping documents as per signed contract/purchase order.
* Able to organize things efficiently and work in fast paced environment.
* Experience in administrative duties, data entry and documents filing.
* Maintain and update stock inventory records & location of goods.
* Other duties that may be assigned by the management.

## EducationDetails:

* **Master of Business Administration MBA (Finance) from Kakatiya University (2014-2016).**

* B.COM(GEN)from **Kakatiya University (2011-2014).**
* C.E.C in Arts from **Board of intermediate Education (2009-2011).**
* S.S.C from Board of Secondary Education 2009.

## Computer Knowledge: .

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| **APPLICATIONS** | **LEVEL OF EXPERIENCE** |
|  Tally, ERP-9, Focus | Good practical exposure in Accounting Packages |
| MS-Office, Internet ApplicationsComputer Maintenance & Hardware  | Good skills in MS-office Basic knowledge of system hardware |

## Personal Details:

Nationality : Indian

Date of Birth : 1st April, 1993

Marital Status : Single

Religion : Islam

Linguistic Ability : English, Hindi & Urdu.

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| Declaration |  |

I hereby declare that the information provided above is genuine and the references will

be provided if required.

**Date:**

**Place: Dubai**

 (KHAJA)