**C U R R I C U L A M V I T A E**

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**A S G H A R**

**+971504753686**

[**Asghar-399647@2freemail.com**](mailto:Asghar-399647@2freemail.com)

**A**N EXTREMELY MOTIVATED INDIVIDUAL WITH A NATURAL ABILITY TO SOLVE ACCOUNTING AND FINANCIAL PROBLEMS.

**Key skills** : **P**roficient in all major accounting platforms, **P**roficient in operating computer system as MS office, Accounting software system Tally, Internet, **E**xcellent organisational skills with capacity to deal with multiple tasks at the same time, **A**bility to work on highly pressurise working environment, **T**op attention to detail and focus on making sure records and information systems are kept accurate and true.

**Personal Info** : Indian, Muslim, Married

**Date of birth** : 17/10/1969

**Computer skills** : MS office, Accounting software Tally, Internet

**Qualification** : B.COM (Bachelor in commerce), Accounts and Auditing

**Computer Education** : Diploma in information systems management (APTECH)

**Languages Known** : English, Hindi & Urdu

**Joining Time**  : Ready to Join Immediately.

**Working Experience:-**

1. **Accountant** – Worked with **Khalid Bin Abdullah Al Mana Est. Doha, QATAR** from June 2005 to October 2014.

**Company Profile** : Transport, Trading and contracting.

1. Worked as an **Accountant** in an India-based Companyfrom April 2016 to February, 2019.

**Major Responsibilities in Accounts career:** -

* Post and process of Journal entries of daily business transaction.
* Ledger. Trial Balance
* Cash Handling
* Salary preparation
* Preparation of Final settlement and Annual leave.
* Maintain record of postdated cheques of suppliers and customers.
* Reconcile of Supplier and Customer Payments.
* Prepared monthly invoices and update account receivable.
* Receiving and processing all invoices, expenses, forms, and request for payments.
* Reconcile of those customer invoice and details where payments are pending and delaying. Preparing Letter to them for payment, with attachment of reconcilable documents.
* Assist with preparation and coordination of the audit process.
* Assist Accounts manager and coordinate to external auditor at the time of final account, end of the year.
* Co-ordinate and assist Accounts Manager and external auditors and furnish them with required information and documents
* Other day to day work as requires by management.
* Any other duties and responsibilities as may be assigned by the management from time to time.
* Undertakes any other duties as required.
* Role reports into the Accounts Manager.

**ASGHAR**