**NEERAJ**

**Assistant Accountant ,Supervisor on site**

Dubai

Neeraj-399669@2freemail.com

00971504753686

I am an individual seeking a Assistant Accountant /Assistant HR position at a in Manufacturing unit , Construction units and Training institute school and these allows me to learn the process . Distribution sales manufacturing the product cost and standard cost. A job is an opportunity to rise the job should also provide responsibilities and should be conductive for the development of personality.



**WORK EXPERIENCE**



**Accountant Assistant & Site Supervisor**

**Furniture & Décor Company in UAE**

December 2018 to Present

• Tally ERP9

1. Accounting
2. Receivable
3. Cash collection
4. Billing of accounting
5. Payable
6. invoice
7. Payroll
8. Bank Reconciliation
9. Taxes
10. Stock Inventories
11. Material Management
12. Supervisor on site
13. Handling all labour and planning
14. Responsibility of site approval
15. Maintaining all the inspection report of site
16. Material delivery on site
17. Safety induction all employees
18. Keeping records of all incoming and outgoing materials
19. Verifying the bills of Contractors & Sub Contractors

**Accountant**

**Institute of Driving Traffic & Research (Joint Venture Maruti Suzuki & Uttarakhand Transport Govt)** April 2017 to December 2018

In a Accountant I am handling all the financial records of unit , Bank reconciliation of Bank transaction , Bookkeeping , journalizing of all the vouchers like sale , purchase , journal , bank, costing of the material , Taxation , reporting income & revenue details as per the monthly schedule , cash outflows , cash inflows statement , payroll & contractors salary

**Assistant Accountant & Assistant HR**

**Bhagmal Bansal Construction Unit**

June 2016 to March 2017

I was into Assistant Hr in these construction unit my work profile is calculating Payroll salary making & contractors salary making submission of ESI & EPF as per term of Govt.

In a Accountant I am handling all the financial records of unit , Bank reconciliation of Bank transaction , Bookkeeping , journalizing of all the vouchers like sale , purchase , journal , bank, costing of the material etc

**Assistant HR & MMG**

**Adhunik Electro controls (P) LTD**

July 2012 to October 2014

I was into Assistant Hr in these manufacturing unit as well Store Executive (MMG) and my work profile is calculating Payroll salary making & contractors salary and submission of ESI & EPF as per term of Govt.

Hence in Store executive all the material ledger making purchase (inward) , sales (outward), costing of material , Bills of material verifying , calculation of material , stock maintain monthly schedule .



**EDUCATION**



**Bachelor's in Study of Accounting Managment**

**Doon PG Groups of Collge & Managment**

August 2010 to June 2013



**SKILLS**



* **Payroll**
* **Accounting**
* **Accounts Payable**
* **credit**



**CERTIFICATIONS AND LICENSES**



**Tally ERP09**

May 2015 to April 2016

Accounting Managment



**ADDITIONAL INFORMATION**



Its my pleasure to introduce my self ..well , I’ am Neeraj from Hosiyarpur (Punjab) I completed my Bachelors in 2013 , and I

have completed my 12th school from Sapience senior secondary school in 2010 and I have complete 10th from Shree

Guru Ram Rai Public School in 2008

Telling about my career its good so far

My short term goals is to get placed in reputed company like yours which will give me an opportunity to enhance my skills and knowledge.

My long term goal is I want to be one of the reason for success of the organization and I want to be one of responsible person in organization growth