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**IBRAHIM**

**Ibrahim.128015@2freemail.com**

**Career Objective**

Looking forward for an opportunity in a challenging environment, where I can utilize my experience and skills in contributing effectively to the success of the organization and also for the improvement of my personal skills.

**Strengths:**

* Excellent communication skills, both written and oral
* Good Observer, Quick Learner
* A cheerful, positive, co-operative, and professional approach
* Patience, discretion, tactful, diplomacy and flexibility.
* Self-Managed, Motivated, Organized, Proactive and ability to meet commitments and deadlines – Result oriented.

**Present Job Profile**

Effectively from May 20, 2012 working as **Finance & Account Assistant** of reputed STEEL TRADING COMPANY.

Reporting: **Finance Manager**

Present responsibilities are as follows:

**Accounts Responsibilities**

* Maintenance of Ledger Accounts
* Checking and Verification of daily postings and checking of debit and credit vouchers
* Preparation of Trial Balance & Balance Sheet
* Preparation & Maintenance of Books of Accounts

**Finance Responsibilities**

* Deal with 15 banks, regarding day to day matters and facilities.
* Timely release of documents from banks relating to import shipments.
* Effective control over shipments to avoid demurrage.
* Debtor management and control the follow-ups of receivables.
* Insurance related matters regarding, stock, funds, vehicles, employees medical, fixed assets, marine cargo.
* Control payments.
* Lesion and coordination with sales, accounts, store staffs.
* Correspondence with international suppliers, shipping companies and Ports in case any problems with our import deliveries
* Export activities, documentation and correspondence.
* Supervising of import activities facility arrangements.

**May’11 – BLS International Visa & Passport Services, as Submission Officer**

**Responsibilities included:**

* Customer Service
* Give all information regarding Visa and Passport to the client.
* Helping the customers for their queries.
* Check the documents for the passport and visa application.
* Issuing and Renewal of Indian Passport and Visa.
* Collecting whole Documents relating to the Issuing and Renewal of Passport.
* Data entry & submission.
* Enter all data of the customer to server and verify that all correct.
* Submit the passport & visa application to the consulate.
* Maintaining Day to Day Cash Transactions.

# **Technical Skills:-**

* ERP Oracle Applications R12 in GL, AP, AR MODULES
* Accounting Packages (Tally, Focus, Pact, and Peachtree) from American Accounting School. (Project in Peachtree)
* D.C.A. (Diploma in Computer Applications)
* Computer Hardware
* Diploma In Lower Typewriting

**Academic *Profiles***

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| --- | --- | --- |
| **COURSE** | **BOARD/ University** | **YEAR** |
| B.COM (COMP) | OSMANIA UNIVERSITY | 2007 |
| INTERMEDIATE | SHADAN JUNIOR COLLEGE | 2004 |
| SSC | BOARD OF SECONDARY- AP | 2002 |

**Personal profile:**

Date of Birth : 06th Dec 1985

Visa Detail : Transferrable

Marital Status : Single

Gender : Male

Nationality : Indian

Linguistic Known : English, Hindi & Urdu

Hobbies : Playing cricket and Listening Music

*DECLARATION*

I hereby declare that all the particulars given above are genuine and true to the best of my Knowledge.