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*OBJECTIVE*

Seeking a long term opportunity in a growing and reputed organization that provides long term stability and growth to the organization and myself, encourages me to continuously learning and creativity, provides challenging environment and exposure to new ideas while capitalizing my education, experience and skills.

*SUMMARY*

* 1.5 Years of experience as a analyst in mortgage field in **ACCENTURE –** September 2012 – February 2014
* Two Years working experience as Accounts cum Admin Assistant for **Islami Baitul Mal (Islamic Bank)** – Vaniyambadi - May 2010 to April 2012
* Commerce Graduate from Islamiah College - Vaniyambadi – Tamil Nadu
* Sound understanding of accounting principles
* Proficient in the use of accounting software – Tally
* Proficient in the use of computer applications in Microsoft Office.
* Capable of handling multiple tasks in a stressful environment.
* Ability to prioritize multiple tasks effective in order to attain deadlines.
* Excellent analytical and problem-solving skills.
* Great ability to work as part of a team.
* Excellent people management and time management skills.

*EDUCATIONAL QUALIFICATION*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year of Passing** | **College / Institution** | **Marks** |
| M.B.A(Finance) | Pursuing | Madras University – Chennai | Awaiting for final result |
| B.Com(General) | 2012 | Islamiah College –Vaniyambadi /  Thiruvalluvar University | 74% |
| HSC | 2009 | Islamiah Boy’s Higher Secondary School – Vaniyambadi/  Tamil Nadu State Board. | 82% |
| SSLC | 2007 | Islamiah Boy’s Higher Secondary School – Vaniyambadi/ Tamil Nadu State Board. | 70% |

*EXPERIENCE*

**1.5 Years of experience as a analyst in Accenture Service Private Limited**

* Update and maintain accounting records, ledgers and other miscellaneous Books
* Verify and crosscheck the borrower details, documents and as well as the lender documents in the client vendor link
* Verify whether there is any public records (Bankruptcy, Foreclosure) against the borrower
* Conditioned the required documents from borrower and lender under the client applications
* Reassigning to MLC and Renaming the documents in the standard format as per the client requirements

**Two years experience in Islami Baitul Mal as Accounts cum Admin Assistant**

* Update and maintain accounting records, ledgers and other records detailing financial business transaction like with drawls, deposits, loan and other operative expenses.
* Verifying the accuracy of vouchers, invoices, cheques, account statements, reports, general ledger
* Monitoring daily activities in bank accounts.
* Processing the payment of supplier and Service providers
* Preparation of Quotations, Sales Invoices & Delivery Note
* Preparing the purchase order & placing them to Suppliers
* Controlling & Monitoring accounts Receivables and payables
* Reconciles various banks and customers account by identifying errors in posting or omission by applying appropriate accounting standards
* Coordinating in all month-end closing activities including general ledger maintenance, balance sheet and reconciliation.
* Preparation of monthly financial statements with supporting schedules, cash flow statement and MIS reports according to monthly close schedule

*COMPUTER SKILLS*

|  |  |  |
| --- | --- | --- |
| **Skill** | **Proficiency** | **Experience** |
| MS – Office & Internet | Intermediate | 3 Years |
| Tally | Intermediate | 2 Years |

*EXTRA ACTIVITIES*

* Participate in various Team building activities in Accenture
* Participate in National Level Seminar in VYSHA COLLEGE in Salem
* Participate in various cultural Programs in different colleges in Tamil Nadu

*LANGUAGES KNOWN*

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| Urdu | Expert | Expert | Expert |
| English | Expert | Expert | Expert |
| Tamil | Intermediate | Intermediate | Intermediate |
| Arabic | Intermediate | Intermediate | Beginner |

*PERSONAL DETAILS*

Date of Birth & Sex : 20th, October 1990, Male

Nationality : Indian

Religion : Islam

Marital Status : Single

Hobbies : Playing shuttle cock, Cricket and surfing Internet.