**Gulfjobseeker.com CV No:** **1293456**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**Career objective**

Seeking a position in an organization where I can use my skills, abilities & knowledge towards the growth of the organization.

**Personality traits**

* Strong analytical and problem solving skills.
* Excellent communication skills in written and verbal both.
* Innovate ideas & have an invaluable strength essential to qualify performance on job.

**Technical skills**

* Well versed with Tally ERP, Peachtree, Focus and Quickbooks.
* Office tools-Ms Office.
* Internet savvy.

**Academia**

* MBA-Finance from TKR institute of management and science.
* BCOM from St Paul’s degree college affiliated to Osmania university.
* Certification in Tally9, Peachtree, Quickbooks and Focus.

**Employer**

* Worked as Accountant in Pioneer profiles private limited from 2012-present.

**Key responsibilities**

* Maintain day to day transactions, vouching, invoice payments.
* Compiling journals.
* Maintaining various registers.
* Recording of sales statement dealing in cash and credit card.
* Preparing monthly expense statement through cash and cheque.
* Preparing bank reconciliation statement.
* Preparing monthly receipts and payment account.
* Preparing consolidated statements of income n expenditure and Balance sheet.

**STRENGTH**

* Dedication towards work.
* Work effectively in a team or individually.
* Able to handle multiple tasks simultaneously.
* Punctuality and time management.

**Personal details**

Languages known: English, Urdu and Hindi.

Nationality : Indian.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**DATE: PLACE:**