CURRICULUM VITAE

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**Career Objective**

To achieve a recognizable status in the purpose for which the organisation has been established, in which my present educational qualification and personal skills will be utilized towards continued growth and advancement and beyond

**Professional Excellence:**

Controlling and managing power with softest touch of suggestions, instructions and manifestation of the norms. Computer skilled and best command over the language.

**Work Experience**

One year of experience in **APOLO ENTERPRISES** as a accountant from the period of 05-11-2013 to 31-10-2014.

Six month of part time experience in **RELIANCE COMPANY** as a junior accountant from the period of 02-08-2011 to 28-02-2012

**Proven Expertise**

1.Responsible for all invoice raised to the clients.

2.Responsible for all cash and bank transaction.

3.Preparation of daily financial report.

4.Checking of all cash and bank transaction posting with respective ledgers.

5.Opening and closing balances with the balance sheet.

6.Preparation and maintaining of all cash and bank transaction manually and computerised of our clients.

7.Handling of all employees salaries and other payment like telephone bills, internet and office rental charges etc.

8.Maintain petty cash.

9.Preparation of debtors and creditors reconciliation statement.

10.Review the invoices to ensure that all the information appearing on them is accurate and complete.

11.Maintain the books of accounts.

12.Maintain the document controls.

13.Entering sales and purchase orders.

**Academic qualification**

# Graduation

* Degree : B.B.M
* Institution : Acharya Tulsi National Collage of Commerce,Shimoga
* University : Kuvempu University, Shankaraghatta,shimoga
* Percentage of marks : 70% ( Year of passing May-2012)

## **PUC**

* Institution : National college of commerce,Shimoga
* Year of Passing : March-2009
* Percentage of Marks : 66%

## **SSLC/ Equivalent**

* Institution : Desiya vidya school,Shimoga
* Year of Passing : March-2007
* Percentage of Marks : 49%

**Technical skills**

Operating System : Microsoft windowsXP, windows 7, windows server 2003.

Basic computer : Microsoft office 2007. Tally(ERP9*)*

Technical courses : A+, Network+, MCSE at IIHT institution

**Academic Project**

I’ve done a project report in 6th semester BBM about “Customers attitude towards AXIS BANK”, Shimoga. I collected some of the information about the bank by surfing and rest by the related branch manager of Shimoga.

**EXTRA CURRICULAR ACTIVITIES**

Hobbies : Internet Browsing, Reading News paper

Sports : chess, Cricket, Shuttle Cock.

**Personal Skills**

Industrious, Zeal to learn new things, Creative, Comprehensive problem solving ability, Good Communication Skills, ability to deal with people diplomatically, Quick Learner, Hard worker, Calm, Confident, Flexible to new Environment.

**PERSONAL PROFILE:**

Date of birth : 04/11/1991

marital status : Single

nationality : Indian

Languages known : English, Kannada, Hindi,

**Declaration:**

I hereby declare that the above written particulars are true to the best of my Knowledge and belief. Given an opportunity to work in your esteemed Organization, I shall put all my effort to live up to your expectations.

THANKING YOU

**PLACE: DUBAI YOUR’S FAITHFULL,**

**DATE**