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**Dear Hiring Professionals**

I read with interest your advertisement in for the post of **Accountant** I feel that I would be an excellent candidate for this position, and would like to apply.

With 4 years of experience in expertise fields through my work as **Accountant** I have built a strong record of significant achievement in progressively more responsible development and office management position during my short career. My Forty months Accountant experience with **Almuzaini**  **exchange co.,** provided me with intensive experience in accounting and financial services, planning, developing. In addition to this having **Accountant** for **Ideal Int’l co.,** for Eight months I performed General Ledger entries, day to day financial transactions of the company, Maintain book of accounts in a computerized environment

Having completed a **Master’s degree in Business (Mba)** in 2009 at the Osmania University, I have an excellent command of both written and spoken English, as well as a clear understanding of market forces. I have worked extensively with Microsoft Word and Excel both in a work environment and in my recent studies with 35 WPM in typing speed.

A job at that is appealing to me as it would give me the chance to expands my interest and experience in Accountant Field. I feel sure that the Library would also prove a stimulating work environment that would enable me to offer my best.

Please find enclosed a copy of my curriculum vitae, with details of references as requested. Should you have any further questions, you may reach me at the above address, phone number or email. I look forward to hearing from you to discuss your organization and how my experience can contribute to its success.

Yours sincerely,

**CAREER OBJECTIVE**

Ambitious graduate with strong academic results and highly developed communication skills; seeking accounting role aiming to apply initiative to make a difference to the business bottom line and profitability making a long-term difference to the organization’s success

**SKILLS SUMMARY.**

* Over 4years of experience in handling **Accounts**  in Kuwait
* Accounting software exposure with sound MS Excel Skills.
* Possess demonstrated ability to work effectively and congenially with employees at diverse levels. Strongly commercial with excellent communication and influencing skills.
* Ability to quickly adapt myself with the working environment of a new and large organization;
* To work under pressure and generally produce good results;
* Self motivated and result oriented individual with sound knowledge and understanding of principles underlying good planning, implementation and control aspects.

**PROFESSIONAL EXPERIENCE**

**Accountant,** Al muzaini exchange co, Kuwait, (Nov 2011 – March 2015)**.**

* Remain a main point of contact for finance & accounts related issues.
* Ensure that all accounts responsibilities are handled efficiently and effectively.
* Assist in preparing financial statements, present the same to Manager – Accounts for verification & submission to management.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Coordinate the whole range of Accounts Payable, Accounts Receivable
* Monitor Payroll & Budget Preparation.
* Handle cash management; control petty cash.
* Ensure reconciliation of all general ledger is performed on regular basis.
* Ensure effective fixed assets & inventory control is applied.
* Purchase and Sale of Foreign Currencies
* Checking daily reports with regards to remittance, instant money transfer,
* Obtain Cheque approvals from Management, and release the transactions after credit confirmation from accounts.

**PROFESSIONAL EXPERIENCE**

Accountant, Ideal Int’l General trading & Contracting Co., Kuwait, (Feb 2011 – Oct 2011).

* Ensure General Ledger entries are accurate and are in line with Company Procedures.
* Reconciliation of accounts as per the client requirements and providing accurate analysis in the required turnaround time
* Coordinating with various credit controllers, Clients and providing them a resolution within the stipulated time.
* Provding support to B2B clients through calls and emails.
* Matching accounts and reconciling them in the accounts receivable team.
* Analyzing data with the help of unmatched cash report and responding to the clients.
* Preparing process documentation which would help team members during their accounting analysis.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.

**EDUCATIONAL QUALIFICATION**

* Master of Business Administration with Finance, Osmania University, IND.
* Bachelor of Commerce (B.Com), Computers.

**PROJECTS AND WORKSHOP ATTENDED**

* Islamic Banking (as per shariah of Islamic laws).
* Quality Service
* Superior Customer Service
* Anti-Money Laundering Law

**TECHNICAL SKILLS**

* Tally 7.2
* MS Office: MS-Word, Excel, PowerPoint, Access
* Internet Applications:Browsing,Downloading,Installation of Software & Hardware,
* Operating System: Windows XP, Windows 7, Vista

**PERSONAL INFORMATION**

DOB : 15/06/1986 Nationality : Indian Visa Status : Visit Visa(3months),Expiry date:(22nd July 2015) Language Known : English, Hindi, Urdu and basic Arabic

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

 Yours faithfully,