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**AHMED**

**Ahmed.226322@2freemail.com**

**DUBAI, UAE.**

**Career Objective**

Ambitious to work in an organization where I can develop myself both personally and professionally and rendering the best of my efforts with utmost sincerity for the development of organization

**Career Experiences**

**Position : senior accountant**

**Company : KBR FISH MERCHANT**

**Location : Mangalore (INDIA)**

**Period : from 1stapril2015 to 31st may 2017**

* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Maintaining cash ledger
* Summarizes financial status by collecting information; preparing profit and loss, and other statements.
* Produces payroll by initiating processing; printing cheques, analyzing and scheduling general ledger accounts
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

**Position : Accountant**

**Company : SAPNA ENTERPRISES**

**Location : Mangalore(INDIA)**

**Period : from 1st DECEMBER 2013 to 31st MARCH 2015**

* Preparing of Trading, Profit &Loss A/C
* Maintaining Journal, Ledger and Day Book
* Filing and Documentation
* Ensure company accounts and tax returns are prepared and filed correctly and on time.

**Position : BUSINESS DEVELOPMENT EXECUTIVE**

**Company : TOUCH POINT SERVICES**

**Location : Mangalore (INDIA)**

**Period : from 11st JUNE 2013 to 30TH NOVEMBER 2013**

* Identifying new sales leads
* Managing the customer journey (customer relationship management)
* Provide monthly product updates to management.
* Contacting potential clients phone to establish rapport and set up meetings
* Achieve monthly sales target assigned

**Education Qualification**

**2016 academy**

 Completed **MASTER IN BUSINESS ADMINISTRATION** (MARKETING MANAGEMENT)degree under DDE programme from **ANNAMALAI UNIVERSITY**

**2013 academy**

Completed **MASTERS IN BUSINESS MANAGEMENT** degree from **MANGALORE UNIVERSITY**

Trained in **TALLY EPR 9** from **THE INSTITUTE OF COMPUTER ACCOUNTS AND FINANCE**

Certified **diploma in COMPUTER TEACHER’S TRAINING** from **ELECTRONIC CORPORATION OF INDIA LIMITED**

**PERSONAL SKILLS**

Hardworking

Willingness to learn

Commitment towards work

Initiative and enthusiasm

Good communication skill

**PERSONAL DETAILS**

Marital Status :        Single

Nationality :        Indian

Language Known :        English, Hindi, Kannada.

Visa Status : Visit Visa