Sarfaraj

Sarfaraj.229360@2freemail.com

**CAREER OBJECTIVE:**

To be associate with an organization where I can execute my skills and implement my ability and knowledge and provide my Best.

**WORKING EXPERIENCES**

January 2011 to October 2014 **Accountant**

Kaushik Metal Profile,

 AtmaramBorkar Road,

 Panajim Goa, India

January 2009 to December 2010 **Accountant Assistant**

 G K B Hitech Pvt. Ltd.

 KharaswadaMapusa,

 Goa, India.

May 1st 2006 to December 2007 **Office Assistant**

 Godrej Agrovet Pvt. Ltd.

 VelguemSattari Goa

 India.

**Duties and Responsibilities:**

* Attending customer face to face and through Telephonic Communication.
* Working Individually on Internet, Tally Excel, Word and SAP.
* Keeping record of Purchases, Sales receipt and payments.
* Making Payment to parties and also Handling Accounts Receivable.
* Depositing cash and Cheques into bank received from customers.
* Reconciliation of Cash and Bank Balance.
* Making tax Invoices and Challan on dispatch of material to keep stock.
* Computing VAT and CST and filing returns.

**EDUCATION QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Class | Year of Passing | Board/University |
| 1 | SSC | 2001 | Goa Board |
| 2 | HSSC | March 2003 | Goa Board |
| 3 | B. Com | April 2006 | Goa University |

**OTHER COURSES:**

* Diploma in Computer.
* Multilingual program in Urdu.
* Tally 7.2 and 9
* Microsoft Excel, Microsoft Access, Microsoft Word.
* Other Packages like:
* Coral Draw
* Page Maker
* Photoshop
* Impressive Typing Speed

**Ability and Willingness:**

* Ability to work hard for the organization.
* Ability and willingness to learn and habit to read.
* Willingness to reach on responsible position of working organization.

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 2nd Nov.1982

Gender : Male

Languages Known : English, Hindi, Konkani, Urdu& Marathi

Visa Status : Visit Visa

**DECLARATION**

I do here by declare that whatever is stated above is true and correct to the best of my knowledge and believe.