**ASAD **

***Email:*** ***asad.265991@2freemail.com***

**Asad --- Curriculum Vitae.**

**Honest and hardworking Accounts professional with 5 years of experience across Gulf and India, seeks a suitable role in a reputed organization where I can contribute and get results.**

# Skill Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCOUNTING** | **ACCOUNTS** **PAYABLE** | **ACCOUNTS RECEIVABLES** | **INVOICING** |
| **ACCOUNTING PACKAGES** | **TALLY ERP 9** | **MICROSOFT NAVISION** | **BUSINESS KEY** |
| **MS OFFICE** | **MS WORD** | **MS EXCEL** | **INTERNET/E-MAIL** |

# Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY** | **LOCATION** | **DESIGNATION** | **TENURE** |
| **Al Talae Intl, Halwani Group**  | **Jeddah, KSA** | **Accountant** | **Feb’ 12 – May’ 15** |
| **Damas Jewellery** | **Dubai, UAE** | **Purchase Accountant** | **Jun’ 08 – Jun’ 10** |
| **Sure Publications** | **Hyderabad, INDIA** | **Accounts Assistant** | **Aug’ 07 – Apr’ 08** |

# Academics

|  |  |  |
| --- | --- | --- |
| **COURSE** | **INSTITUTE** | **YEAR COMPLETED** |
| **MBA ( Mkt / Fin )** | **Osmania University, Hyderabad** | **2007** |
| **B.Com ( Computers)** | **Osmania University, Hyderabad** | **2005** |

**EXPERIENCE:**

***Al Talae Intl, Halwani Group Co., Jeddah (KSA)***

***Assistant Accountant Feb 2012 to May 2015***

**Responsibilities:**

* Performing accounting functions updates of Sales & Purchase reports
* Posting daily transactions namely, Sales (Customer Invoices),
* Purchases (Supplier Invoices), Receipts & Payments into the system.
* Handling Bank Transactions – Cash & Cheque Deposits, Withdrawals.
* Managing Petty Cash Transactions & maintaining the Petty Cash.
* Assisting the Senior Accountant in the preparation of Statements

***Damas Jewellery, Dubai (UAE)***

***Purchase Accountant Jun 2008 to Jun 2010***

**Responsibilities:**

* Receiving and processing all invoices.
* Preparing Daily, Weekly and Monthly Cash & Credit purchase report
* Handle invoice entries and double-check these for accuracy.
* Responsible to purchase Diamonds and Color stones from different suppliers of Damas Jewellery namely DAMAS INTERNATIONAL GEMSTONE.
* To issue diamond and color stones to different divisions of Damas for jewellery manufacturing.
* To compare stock report of the supplier with the Store Inventory.

***Sure Publications, Hyderabad (INDIA)***

***Accounts Assistant Aug 2007 to Apr 2008***

**Responsibilities:**

* Daily Sales reports & Invoice for customers.
* Handling Payables using Tally accounting
* Handling Bank deposits.

**STRENGTHS:**

* Ability to perform under pressure and meet operational deadlines.
* Enthusiastic & Fast Learner.
* Ability to work with diverse set of people.

**PERSONAL PROFILE:**

* Date of Birth : 6th Sep 1983
* Marital Status : Married
* Nationality : Indian
* Religion : Muslim
* Languages Known : English, Hindi, and Urdu.
* Hobbies : Playing Cricket & Surfing Internet

I hereby declare that the above mentioned information is true & correct to the best of my knowledge.