**CURRICULUM VITAE**



**Fazalur**

SHARJAH, UNITED ARAB EMIRATES

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**OBJECTIVE:**

Seeking a Challenging position in Computer Operator / Data Entry cum Accounts with a progressive and growing organization, currently employed in Sharjah, UAE and with my experience, I would like to fulfill long term carrier objectives by joining an organization which develop and invest in its employees.

**CAREER PROFILE:**

* Perform daily accounting transactions such as creating & posting vouchers.
* Accurately record cash transactions.
* Day to day banking activities.
* Supervise & coordinate in petty cash activities for the company
* Entering the petty cash related business data into accounting system used by the organization.
* Perform timely monthly reconciliations of cash imprest.
* Prepare daily cash summary.
* Maintain Accounts Receivables & Payable ledgers, checking, verifying and posting supplier/ vendors invoices.
* Prepare statement of account, fully reconciled & supported with relevant and original approved documents.
* Prepare monthly / weekly and other periodical financial reports.
* Ensure appropriate approvals prior in all type of payments like imprest, advance, utilities, rent, fuel, suppliers & other cheques etc.,
* Payment follow-up and preparation of cheques
* Prepare payroll: checking time sheet and preparing individual and consolidated payroll sheet based on monthly attendance report.
* Review payroll transaction for accuracy and disbursement of wages for more than 25 workers.
* Verification of overseas travel expenses of operative staff and workers.
* Review and confirm payroll related calculations including deduction, staff benefits etc.,
* Prepare debtors listings & constantly follow up for payments.
* Check customers’ credit ratings & advice the management accordingly.
* Bank reconciliation and reconciliation of debtors and creditors.
* Coordinate with bank authorities, auditors and ensure proper compliance with all statutory regulations & company policies & procedures.
* Generated income statements and prepared balance sheets, general ledger checks and reports.
* Provide administrative support to the office.
* Supply correct information to customers.
* Interact with customers / clients to provide information in response to inquires about the services and to handle and resolve complaints.
* Maintain cordial relationship with existing customers via meetings, telephone calls & e-mails.
* Responsible in ensuring company’s customer / clients received on adequate level of service or help with their questions and concerns.
* Communicate with customer through a Varity of means-by telephone; by email, fax, or regular mail correspondence; or in person.
* Maintain client relation & ensure customer satisfaction.
* Involve in pre / post sales follow ups.
* Processed back office operations using MS office.
* Involved in collection payments from customers.
* Worked closely with the sales team.
* Prepare reports of business transactions & keep the account information updated.
* Arranging meetings with the clients for General Manager and sales team.

**ACADEMIC CREDENTIALS:**

**•** S.S.L.C Public Examination Passed in April 1994 from Madras, India.

**•** Completed Diploma in Computer Proficiency and Desk Top Publishing in Calicut

For two years course.

**KEY SKILLS:**

**•** Observant able to recognize good ideas

**•** Interact with customers on personal level providing exemplary customer service.

**•** Building a rapport with people encourages trust and confidence.

**•** Enthusiastic, versatile, problem solver, juggles multiple tasks, responds creatively and

Quickly with conventional or unconventional solutions.

**•** Pleasing Personality, Hard working, Loyal and Honest.

**•** Self motivated, aggressive & ambitious with strong desire to succeed.

**•** Ability to work independently under strict deadlines and pressure.

**COMPUTER KNOWLEDGE:**

Well experienced in MS Office Applications

Fully proficient with Internet & E-mail Applications

Quick books

Tally 7.2

**PERSONAL DATA:**

Date of Birth : 1St January 1975

Nationality : Indian

Visa Status : Residence Visa (Transferable)

Martial status : Married

Languages known : English

Computer Skills : Fully proficient with Ms-Word, Excel, Internet&Email

Hobbies : Travelling, Reading & Sports

Reference : Can be furnished upon request

**CAREER PATH:**

Period : Jan.2005 to till date,

Title : **Computer operation as Data Entry cum Accounts**

Organization : AL Khawaneej Tyres. L.L.C. **Sharjah, (UAE)**

Period : July.2000 to Dec.2003

Title : **Computer Operation as Data Entry Operation**

Organization : Fine Jewellery India (Limited), **Mumbai (India)**

Period : Feb. 1996 to Mar. 1999

Title : **Tools operating as Fitter**

Organization : Rico Tools Trading (P) Ltd, **Bangalore (India)**

**SELF-APPRAISAL PROFILE:**

As an overview, I am a result self-starter, flexible and effective, problem solver, with ability to focus on solutions and remain calm in crisis situation. Even I am organized, proactive and always challenging current procedures.

I understand that your esteemed organization is entering in expansion

And would be recruiting staff at various levels. I request you to look into the possibility of giving this an opportunity to serve for your organization for suitable job level as a Computer operation as Data Entry cum Accounts. I would be thankfully to you if considered me for such an opportunity.

**DECLARATION:**

I am Deaf, and I want to have a job, tried to apply so many times,but still no one gave me a chance. Hope that you could help me to find a job, to show my worth and prove that my disability does not affect to whatever duties i will perform in the future, Thank you, hope to hear from you soon.

I hereby declare that all the details above mentioned are true to the best of my knowledge and belief,

**Fazalur**