**KHAZIM**

Email:kazim.379265@2freemail.com

Mob: +971504973598

**CAREER OBJECTIVE**

* Aspiring to associate myself with an esteemed organization, where there is competition and learning every day. I want to pursue my career in a rewarding environment where there is growth as well as great opportunities.

**WORK EXPERIENCE AS ASSISTANT ACCOUNTANT CUM CASHIER**

**For the period of 2+ yrs (08-01-2015 till 16-09-2017)**

**SREE SHYAM DISTRIBUTERS ( BOSCH MICO )**

* Updating day to day activities to higher management
* Training all the new employees& was the head of the department
* Recording Day to Day Transaction in Journal and Ledger Account
* Preparing Daily Cash Receipt, Cash Deposit Report, Daily Cash flow Report
* Preparing BRS Report Monthly
* Performed general office duties and administrative tasks
* Dealing with clients through calls/emails related to all cash/Bank transactions
* Checking, Verification of Bills Payable, Preparation of Payment voucher and accounting with proper narration on daily basis
* Petty Cash handling and reconciliation of cash & bankbooks
* Coordination and liaison with Banks from time to time
* Regular update, implementation and generate reports from Financial Module
* Billing, cash handling, depositing to the appropriate authority

**STRENGTH**

* Self-confidence, positive outlook, ability to work as a team player or individual and great Zeal to Learn more and more

**SOFT SKILLS**

* Good communication skill.
* Honest, Team player and hard working.
* Self Motivated.
* Quick Learner.

**ACADEMIC RECORD**

* **Master of Business Administration** *( Finance )*

*Jawaharlal Nehru Technological University, Hyderabad, A.P*

* ***Bachelor of Commerce Application***

*Kakatiya University, Warangal, A.P*

* ***Intermediate Public Exam*** *(CEC)*

*Board of Intermediate Education, Hyderabad, A.P*

* ***Secondary Schooling Certification****(SSC)*

*Board of Secondary Education, Hyderabad, A.P*

**PROFESSIONAL TRAINING**

* **Project Title:** “Security Analysis ”
* **Project Area:** Finance
* **Company:** HDFC Bank.
* **Duration:** 45 days

**TECHNICAL SKILLS**

* **Accounting package**

Quick Books, Tally ERP9, MS Office, MS Excel &MS Word

**PERSONAL SKILLS**

* Strong will and desires to succeed.
* Good grasping power.
* Hardworking and inclined towards work.
* Ability to adapt myself in different environments.

**PERSONAL PROFILE**

* Age : 26 Yrs.
* Marital Status : Single
* Religion : Islam
* Nationality : Indian
* Languages Known : ENGLISH, URDU,HINDI & TELUGU

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**KHAZIM**