** FAROOQ**

Email: Farooq.387422@2freemail.com

**OBJECTIVE**

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

**WORK EXPERIENCE**

**ISRA MIDDLE EAST, SHARJAH, U.A.E**

Accountant **May 2014 to August 2018**

**Responsibilities as Accountant:**

* Prepare daily income/sales and daily journal entries.
* Maintaining petty cash accounts.
* Operating day to day transactions related to purchases and sales.
* Maintaining cash sheets.
* Prepare and validate daily report.
* Reconcile the complete Bank Account.
* Reconcile Supplier and Customer Accounts and Recovery follow-ups
* Compile monthly reports.
* Maintain returned cheque account.
* Prepare monthly balance sheet schedules.
* Excelled in working with PEACHTREE accountancy software.

**Responsibilities on Sales:**

* Knowledge of Market Research, Sales and Negotiating Principles.
* Ensure the adequacy of sales related equipment or material.
* Respond to complaint from Customers and give after sales support as and when required.
* Handle Processing of all orders accurately and timely.
* Handling Outsourced Orders with accurate follow-ups.
* Handling National and International Couriers with proper follow ups.
* Assisting Client Support Manager in Client Related Issues.
* Negotiate Agreements and keep records of sales and Data.

**Responsibilities as Procurement/ Admin Executive:**

* Maintaining Companies all Legal Affairs.
* Coordinating office activities and operations to secure efficiency and compliance to company policies.
* Supervising administrative staff and dividing responsibilities to ensure performance.
* Keep Stock of office supplies and place orders when necessary.
* Create and update records and database with personal, Financial and other data.
* Estimating and establishing cost parameters and budgets for purchases.
* Maintain accurate records of purchases and pricing.
* Making professional decisions in fast paced environment.
* Making companies Major purchases.

** FAROOQ**

**ML ACCOUNTING SERVICES, HYDERABAD, INDIA**

Accounts Assistant **February 2011 – Jan 2013**

*Responsibilities:*

* Maintaining Trader Accounts
* Reports generation
* Filling returns (VAT-CST-TOT)
* Maintaining Profit & Loss and Balance Sheets

*Achievements:*

* Worked for 2 years parallel to my education
* Worked with experienced Accounting professionals
* Received appreciation from staff for being energetic and quick response behavior

**TECHNICAL PROFICIENCIES**

|  |  |
| --- | --- |
|  | **Diploma in Computer Hardware** from Wintech Computers, Hyderabad, India |
|  | **Diploma in Computer Applications** from NIIT, Nizamabad, India |
|  | **Diploma in TALLY** from VS Computers, Nizamabad, India |
|  | **Diploma in Photoshop** from Build A World Institute, Nizamabad, India |
|  | **Diploma in SAP-FI End User** from Integrate IT Solutions, Hyderabad, India |
|  |  |
|  | **EDUCATION** |
|  | **MBA** from Global Institute of Management - 2013 |
|  | **B.COM** from Gautami Degree College–2011 |
|  | **Intermediate Education** (subject CEC) from Kakatiya College - 2008 |
|  | **Secondary Education** from Kakatiya High School- 2006 |
|  |  |
|  | **PERSONAL DETAILS** |
| **Date of Birth** | 23rd November 1990 |
| **Nationality** | Indian |
| **Gender** | Male |
| **Marital Status** | Married |
| **Languages** | Fluent in English and Hindi (written & spoken) & Urdu (Spoken) |