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 Faizan

Email: faizan.387811@2freemail.com

**Career Objective**



To obtain a challenging position with growth opportunities and to excel in my area of core competence, which will enhance my knowledge, skills and give me experience and make contribution to the Organization’s growth.

**Career Sypnopsis**



Post graduate (MBA) with more than 2 years of experience in Accounts and Audit.

**Experience (Y.B ANAND & CO Chartered Accountants, Hyderabad**)



Position: Accounts & Audit Assistant (April, 2016 – July, 2018)

Nature of job and experience:

* Preparation of Journal entries and posting to ledgers;
* Preparation of Bank Reconciliations;
* Administration of all bank transactions;
* Preparation of Expenses report, Sales report, Accounts payable and Accounts Receivable Analysis;
* Preparation of Financial statements

**Academic Qualification**



* Post-Graduation (MBA) from MRM Institute of Management (Osmania University), Hyderabad
* Graduation (B.Com) from Jagruthi Degree & PG College (Osmania University), Hyderabad
* Intermediate from Sri Srinivasa Junior College, Hyderabad
* Schooling from Turning Point High School (SSC), Hyderabad

**IT Skills**



* Operating System: Windows XP, Windows 7 & 8.
* M.S Office.
* Accounting package.
* Tally 9.0 with Pay Roll and VAT.
* E.R.P.9 with VAT & GST.

**Personal Skills & Abilities**



* Ability to handle multi-task.
* High energy, outgoing and ‘Can Do’ Personality.
* Good communication skills and interactive abilities

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| **Personal Details** |  |
| **Date of Birth:** | November 20, 1992 |
| **Gender:** | Male |
| **Marital Status:** | Single |
| **Nationality:** | Indian |
| **Languages Known:** | English, Hindi and Urdu. |

**Faizan**