**Curriculum – Vitae**

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**Abid**

Email: abid.388191@2fremail.com

**PERSONNEL DETAILS**

Nationality : : Indian

**EDUCATION QUALIFICATION**

Graduate with Bachelor of commerce

High School passed

Tally Diploma

**COMPUTER PROFICIENCY**

Knowledge of MS Office xp, 2010, window 7, 10

Operating system Windows xp, 7

Tally 9 and Tally.ERP9

**LANGUAGES KNOWN**

 Hindi, English & Urdu

**WORK EXPERIENCE 6 years and running**

**From August 2016 To February 2019**

Presently self employed in my home town District Sikar state Rajasthan Country India.

Basically I am working Trading Accounting according Indian GST rules and submitting returns on Indian

GST portal and Income tax matters.

* + I was Maintain there Daily basis records like sale, purchase, petty cash, bank related work.
	+ I was done there party , bank statement and after year end company books finalization work.
	+ Finalization work for Auditing.

**From June 2014 to July 2016**

Two years experience at Magic Gate Metal Product Mnf. LLC Joint in Dubai ,UAE

Worked as Accountant asst. for Magic gate metal product mnf llc – Dubai , One of the leading

companies engaged in fabrication of cast aluminum and steel works.

My responsibilities were as follows

* Assisting the accounts manager for all daily operation of account and maintain highest level of

 Performance at all times

* Training and elevation of new applicants as per standard of Performance.
* Maintain the standard of service & Minimize customer complaints.
* Developed report with customer and fostered cordial atmosphere, successfully anticipated

 Customer Needs.

**From January 2013 to May 2014**

Worked as a Accountant asst. for Bagaria associates Sikar –Rajasthan, India

* Assisted the director for all daily Operations of Accounts and Sales tax, Income tax performance

 at all times

* Maintaining client details for maintenance and after accounts service.
* Increased average per customer revenue. Employed a Magic Gate Metal Product Mnf. LLC Joint in Dubai ,UAE