**SHABBAR**

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**WORK SUMMARY**

1. Feb 2018
2. At Present Designation : **Accountant & VAT Consultant**

**Responsibilities:**

* Performing VAT Computation for various clients.
* Preparing Bank Reconciliation statement.
* Preparing financial statements & Income statements.
* Preparing trail balance and ledger posting.
* Maintaining petty cash and petty expenses.
* Providing detail information and reporting to management.
* Reconciliation of Account Receivable Account Payable and other financial statements.
* Maintained good relationship with clients which keep the business run smoothly.
* Visiting client places for physical verification of invoices and receipts for VAT computation.
* Maintaining track record of client financial.
* Working on different accounting programs used by clients (Zoho, Quick Book, Oracle, ERP, Tally, Focus etc) especially in Dubai
* Performing Book keeping for clients.
1. June 2015 to Company : **SEA HOPE SHIPPING AGENCY (IRAN).**

September 2016 Agent of china Shipping Container Line **(CSCL)**

 Designation : **Assistant Accountant**

**Responsibilities:**

* Prepare reports of line accounts.
* Preparing Bank Reconciliation statement.
* Closing the accounts at the end of the year.
* Preparing trail balance and ledger posting.
* Maintaining petty cash and petty expenses.
* Providing detail information and reporting to management.
* Review the report that is prepare by sub ordinates and rectifying the error.
* Reconciliation of Account Receivable Account Payable and different kinds of line reports.
* Preparing demurrage and detention reports.
* Maintained data base of client accounts.
* Perform daily entry of accounting and weekly performing checking and updating.
* Performed general office duties and administrative tasks.
* Prepared weekly confidential line reports for presentations to management.
* Manage the internal and external mail functions.
* Coordinating with IT people for better performance of software.
* Performing internal auditing.

**NOTABLE CONTRIBUTION:**

* Appreciated by management for good discipline.
* Appreciated by manager for hard work.
* Appreciated by Director for being regulator and working consistently.
1. August 2014 to Company : **Adroit Neo Tech Pvt Ltd**

 March 2015 Lakdikapull, Hyderabad, India

 Designation : **Customer service executive**

**Responsibilities:**

* Prepare reports on accounts payable and accounts receivable.
* Generate client billing for various project
* Review the details provided by managers, distribute the payment and edit the billings.
* Supervise and train the new joiners.
* Process the payable invoices weekly.
* Analyze and update the subcontractor files with agreements, and necessary state sales tax requirement.
* Perform daily entry of accounting and weekly performing checking and updating.
* Performed general office duties and administrative tasks.
* Prepared weekly confidential sales reports for presentations to management.
* Manage the internal and external mail functions.

**NOTABLE CONTRIBUTION:**

* Appreciated by client for good discipline.
* Appreciated by client for hard work for their booking
* Appreciated by Director for being regulator and increase the profit consistently.
1. November 2012 to Company : **Focus Softnet Pvt Ltd**

 August 2014 Panjagutta, Hyderabad, India

 Designation : **Technical Support Representative**

**KEY ACHEVEMENTS:**

* Provide business clients with efficient support responded to phone call, Emails, and in personal request
* Installed software, configured and tested customer PC’s analyzed functionality or peripheral appendages
* Instructed and trained end user regarding computer literacy.
* Need to take access online of customer pc’s and solve the problem .
* Download DLL files Design files and receipt as per the customer requirements.
* Outstanding analytical, problem solving and trouble shooting ability.
* Utility both independent and team work as required
* Have to install the software an up gradation.
* Resource full at Maintaining relationship with client to achieve quality product

and service norms by resolving their service related critical issues.

* Sound knowledge of handling the background operation and other general

 administrative activities.

**NOTABLE CONTRIBUTION:**

* Collaborated with company staff to optimize working environment and customer service
* Run routine phone trouble shooting and configuration
* Collect information through client phone call to identify and report problem.

**KNOWLEDGE PURVIEW**

1. Adept in interfacing with clients for understanding their requirements and suggesting the most viable solution and cultivating relations with them for customer retention.
2. Proficient in smooth processing of all back-end operations.
3. Capable of gathering / updating data to maintain departmental records and databases.

**EDUCATIONAL CREDENCIAL**

 **Degree** **Name of the Institution**  **Year Division**

 M.B.A Mantra School of Business 2014 1st

 Finance/Marketing Management, L.B. Nagar, Hyd

 Bachelor of Commerce Avanthi Degree College 2012 1st

 Barkatpura, Hyderabad

 Intermediate MS Junior College, Hyd 2009 1st

**IT SKILLS**

* Operating System : DOS, Windows
* Packages : Microsoft Office (Word, Excel,

 Power Point, Access)

* Computer Programs : Tally, Focus, ERP, Oracle, Java,Quick Book

 Zoho Book.

**PERSONAL DETAILS**

 Marital Status : Single

 Language Known : English, Hindi, and Urdu