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| RESUME NURUL  |

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| **PERSONAL DATA :****Date of Birth**: 06 JUNE 1987**Nationality**: Indian**Gender**: Male**Religion** : Islam**Marital Status**: Married**Languages:**English - Fluent Urdu - Fluent Hindi - NativeArabic - Average**EDUCATION :**\* Bachelor of CommerceFrom – Utkal University, OdishaYear - 2007\* HSC-Board of Examination- Odisha Year-2002**Computer& Technical Skills :**\* Industrial Accountant from ( ICA )* \* Proficient with MS Office
* \* Tally 7.2 / 8.1, Fact &Ace
* \* Other important software’s

**OTHER SKILLS/ Interest :**I can work with minimum supervision in any under pressure.Driving, Listening MusicNet browsing,**STRENGTHS :**Dedicated & prompt to the given jobResponsible, Hardworking, team Player Internally Capability to manage multiple tasks and activities at the same timeMotivated, organized, keen to details, and fast learner.**Capabilities:**Adapting, fast learner, creative & optimistic effective verbal, return interpersonal communication skillsGood Team leader and PlayerEffective decision-making and leadership skills.**References :-**Available upon Request  | OBJECTIVE :Seeking a challenging position in Technical ,Sales & Marketing that will utilize acquired experience and commitment to excellence and at the same time to be a part of a company that could further enhance my skills while working in a challenging environment and eventually contribute to the over-all well-being of the firm.CAREER PROFILE AND EXPERIENCE: Date : **Sep 2008 to May 2019**POSITION : Cashier Cum AccountantLOCATION : DUBAI - UAE**Responsibilities :** * Worked as cashier cum accountant in finance department
* Received cash and other currency collection from outlets and prepare for bank deposit by same date
* Received card sale slips and prepared batch report according to showroom wise
* If found any cash and card variance or fake currency reporting to respected showrooms for verification
* Received petty cash expenses from showrooms for re-embossment
* Received customer refund form for card sale and cash sale, doing necessary refund process as per company terms and conditions
* Received credit note summary report showroom wise accordingly
* Worked as central cashier in mall of Emiratesand Dubai Mall
* Received Cash and currency collection from all showrooms, doing exchange the all currencies and doing bank deposit, sending bank deposit scan copy to finance department

**ARORA BUSINESS CENTRE** Date **: Mar 2008 to September 2008**POSITION : Asst. Accountant LOCATION: BANGALORE-INDIA**Responsibilities:**  * Received Sales order, Delivery note, Sales invoice and Credit Card sale from outlets.
* Receiving credit card slips from outlets and prepare monthly batch analysis report showroom wise.
* Receive cash,Foreign currency and cheque from more than 20 outletsand maintain the records in excel accordingly
* Handling petty cash expenses and monthly reporting
* Preparing trial balance, Trading, Profit &Loss account andbalancesheet
* Handle staff payment and payroll work.

**MANSAROWAR INDUSTRIES.**Date :**Jan 2007 to Mar 2008**POSITION :AccountantLOCATION : INDIA**Responsibility:*** Receive purchaseorder, sales order andsalesinvoice doing journal entries.
* Preparing Bank Reconciliation , Debtor and Creditor account reconciliation
* Preparing Return filling and Submitted tax of VAT, CST and TDS
* Handle Petty cash expenses and reporting
* Handle receivable accounts and payable accounts all kind of liabilities.
* Prepare trail balance and Balance sheet andreview with senior accountant

**SENSORS & SYSTEM**Date :**Feb 2006 to Jan 2007**POSITION : Asst.Accountant LOCATION : INDIA* Worked on Tally 7.2 and MS Office.
* Sales Invoice, Payment Voucher, Receipt Voucher, Journal voucher preparing and entry in the systems.
* Preparing monthly, half yearly and annually Bank Reconciliation.
* Preparing Debtor, Creditor accountsReconciliation.
* Monthly , half yearly and yearly concern with chartered accountant for finalization of account

Email: nurul-396299@gulfjobseeker.com I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09> I hereby declare that the above furnished particulars are true to the best of my knowledge and belief. NURUL  |