**RESUME : RIZWAN**

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| **::: Career Objective :** |

To achieve a milestone in my work by applying my best capabilities and keep on enhancing then in process.

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| **🖂E-mail Id** | : [rizwan-397022@gulfjobseeker.com](mailto:rizwan-397022@gulfjobseeker.com) |
| **Date of Birth** | : 21st April, 1990 |
| **Current Location** | : **DUBAI** |
| **Passport Expiry Date** | : 20thSeptember, 2025 |

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| **::: Objective :** |

**Preferred Industries**

* Accounting

**Preferred Job's Specialty**

* Seeking a position in Accounts / Administration/Auditing a well-known organization, where I can utilize my experience & skills.

**Personal Skills:**

* Expert Accounts / Auditing.
* Experienced in Accounts up to Finalization Company.
* Hands on experience with Cash /Bank Reconciliation of accounts

**Expected salary:**

* Open for negotiation (depending on allowances, etc.)

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| **:::Skills:** |

* **Good hand on Tally ERP 9 For Last 7 Years**
* **Good hand on Excel For Last 9 Years**

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| **::: Work Experience  : Accountant** | |
| **Current Profession** | **: Accountant in a GENERAL TRADING company.** |

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| **Duration** | **Designation** | | **Company Name / Location** | | | **Industries Type** |
| **4 Years&**  **5 Month** | **Accountant** | |  | | | **Imports**  **&**  **Exports** |
| **2 Years** | **Accountant** | | **SAYED & SYED (Charterd Accountant)** | | | **Chartered Accountand Firm** |
| **6 Month** | **Accountant** | | **REGENT INTERNATIONAL** | | | **Imports&**  **Exports** |
| **2 Month** | **Accountant** | | **ABDI EXIM** | | | **Wholesaler** |
| **2 Year &**  **5 Month** | **Manage Work** | | **SEO SEM INDIA LTD** | | | **Online Marketing** |
| **::: Educational Details:** | | | | | | |
| **University** | | **Degree** | | **Completion Year** | **% Percentage** | |
| MUMBAI | | B.COM (Graduate) | | 2012 | 62.57 % | |
| PUNE | | H.S.C. (Commerce) | | 2009 | 39.67 % | |
| PUNE | | S.S.C. | | 2007 | 55.38 % | |

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| **::: Areas of Expertise :** |

**As Accountant:**

* Maintaining Accounts, Preparation of monthly financial statements,
* Computer & Manual Accounting up to Finalization and Monthly & Yearly Trial Balance.
* Monitoring Accounts Receivables, Payables and Cash Disbursement & Expense Recording.
* Preparation of Analysis of outstanding bills follow up for payments.
* Bank Reconciliation
* Compliance with the statutory requirements, submission of returns, completion of assessments.
* Auditing in different company.

**I appreciate your keeping this information confidential. Further details shall be provided upon confirmation.**

**Yours Faithfully,**

**Rizwan**