

CURRICULAM VITAE

SYED ABBAS

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CAREER OBJECTIVE: -

To seek a position in an organization suited to my abilities and giving my best performance, which will benefit the company I join. To be a part of an organization wherein I can use my skills, strong educational background and my efficient interactive abilities, and to co-operate and work well with people.

PROFESSIONAL EXPOSURE: -

1. Worked with Hussein & Company Aurangabad.

Designation: Assistant Auditor (April 2016 to June 2016).

Responsibilities:

- Handling audits.

2. Worked with Indapurkar & Mundada Aurangabad.

Designation: Tally Operator (August 2016 to November 2017).

Responsibilities:

- Recording Daily Transactions.

3. We Rank SEO Aurangabad

Designation: Accountant (Dec 2019 to Dec 2021).

Responsibilities:

- Monitoring and handling day to day accounts transactions and ensure that all the entries are in an effective up to date and accurate manner.
- Maintain the general ledger accounts and Support the month end close process.
- Process of pay vendor invoices in an accurate and timely manner.
- Enter customer payments into systems on daily basis.
- Resolve AP and AR problems with vendors and customers.
- Handling petty cash.
- Preparing invoices of purchase, sales and bills customers.
- Preparing the monthly Bank Reconciliation Statement to ensure all the entries are recorded in the books.
- Record and process of employee expenses reports.
- Collect, Categorize, Calculate, Verify and enter data to maintain accurate records.
- Ledger Reconciliation.

EDUCATIONAL QUALIFICATION: -

- **Post-Graduation:** Master of Commerce from Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Maharashtra 2020.
- **Graduation:** Bachelor of Commerce from Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Maharashtra 2016.
- **Higher Secondary:** SSC from Pune Broad 2011.
- **Senior Secondary:** HSC from Sir Sayyed College of Arts, Com & Science 2013.
- **Additional Courses:** Tally ERP 9.0

HOBBIES: -

- Playing cricket.
- Listening music.
- Reading newspapers.

PERSONAL PROFILE: -

Date of Birth	:	07/10/1995
Father's Name	:	SYED GULAM ASKARI
Mother's Name	:	ABEDA ANJUM
Gender	:	Male
Marital Status	:	Unmarried
Languages Known	:	English, Hindi & Urdu
Nationality	:	Indian
Address (Permanent)	:	Sahara Park, Near Winchester Int. School, Jatwada RD.

TECHNICAL SKILLS: -

- Good knowledge of Windows 7, MS Office, Internet etc.
- Good knowledge of Tally ERP 9.0.

STRENGTHS: -

- Owing and adhering to responsibilities and fulfilling the assigned task.
- Innovative and good execution of task.
- Good communication skills and the ability to interact with people

DECLARATION: -

I hereby declare that all the statements made are true to the best of my knowledge and belief.

Date:

Place:

(SYED ABBAS ALI ZAIDI)