

SAD AHMAD

ACCOUNTING ASSISTANT

CONTACT



+971 582709266



shadansari026@gmail.com



AI-MUTEENA, DEIRRA, DUBAI (UAE)

PROFILE

A confident, multi-skilled & capable assistant accountant with excellent knowledge, of finance and accounting procedures. Exceptional analytical and problem solving skills, now looking for a new challenging accountancy position.

WORK EXPERIENCE

AXIS SECURITIES

RESPONSIBILITIES

- Home loan department

Role: sales executive

PLACE: LUCKNOW (INDIA)

KOTAK MAHINDRA BANK

RESPONSIBILITIES

SELL CASA BANKING PRODUCT AND THIRD PARTY PRODUCT

ROLE: SENIOR SALES EXECUTIVE

PALACE: MUMBAI (INDIA)

EXPERIENCE OF ACCOUNTING

- PREPARING INVOICE
- PREPARING QUOTATION
- PREPARING PETTY CASH
- MAINTENANCE DAILY SALES AND PURCHASE

PERSONAL DETAILS

FATHER NAME: MR. GULAM NABI ANSARI

MOTHER NAME: MRS. KAMRUN NISHA

NATIONALITY : INDIA

VISA STATUS: VISIT VISA

PASSPORT NO: M5813775

EDUCATION

- **B.COM** (DR. RAM MANOHAR LOHIA AVDH UNIVERSITY FAIZABAD U.P, INDIA)

2011-2014

- **POST GRADUATE DIPLOMA IN MANAGEMENT**

2015-2017

(IILM ACADEMY OF HIGHER LEARNING LUCKNOW U.P, INDIA)

(FINANCE AND MARKETIG)

SKILLS

- Microsoft Dynamics NAV
- Tally ERP 9
- Microsoft Office
- Quick Books

LANGUAGES KNOWN

English



Hindi



Urdu



I hereby acknowledge that the above information are true and fair to extent of my knowledge and Judgement