

CURRICULUM VITAE

AKTHAR H A

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Dubai- UAE



Career Objective:

To contribute with my best efforts to the organization with hard work, sincerity, knowledge and achieve the goal of organization which will utilize my knowledge and skills. And a challenging position in an organization where I can boost my strength and skill in favor of the organization.

Professional Experience:

Company: Almouj General Trading. Dubai-UAE

January 2018 to till date (5 years)

Designation: Admin cum Business Development Representative

Major Job Responsibilities:

- Preparing Price Quotations & Following up on the same,
- Communicating with customers through e-mail as well as tele calls in a polite way
- Built trusting relationship with customers by making personal connections
- Expanded business through effective network development, identifying new and prospective clients
- Preparing Invoices and other documents for the goods delivery
- Receipt, Payment, Purchase Entry ,Sales Entry, Monitoring & Reconciling Bank accounts (Manual Book keeping & Tally. ERP 9 Software)
- Having a complete knowledge about E-Supply & i-Supplier Portal for Dubai Government Department
 - Follow-up of accounts receivable and payables, Vat return filing,
 - Maintaining Up-to-date confidential client files

Company: 313 Office Supply & Stationery LLC. Dubai-UAE

2013 to 2017 (4 Years)

Designation: General Accountant cum Admin

Major Job Responsibilities:

- Receipt, Payment, Purchase Entry ,Sales Entry, Monitoring & Reconciling Bank accounts (Manual Book keeping & Tally. ERP 9 Software)
- Follow-up of accounts receivable and payable
- Petty Cash, Payroll, Document controlling & Preparation of final accounting.
- Managing Purchase orders, Monitored Stock levels and ensured accurate& timely completion of reports

Educational Qualifications:

Board of Secondary Education

- Mangalore University, Karnataka, India (2007)

PUC +2 Intermediate

- Mangalore University-Karnataka, India (2009)

Diploma in Animation

- Animation Adventure Kundapura-Karnataka, India (2011)

Technical Skills:

- MS Office (Word, Excel, Power point)
- Tally ERP 9.0
- Internet, E-mail & MS Outlook
- Adobe Photoshop

Hobbies:

- Travelling, Gym workout, Playing Cricket, Listening Music

Personal Details:

Date of Birth	: 15 th Nov 1991
Nationality	: Indian
Languages known	: English, Hindi, Kannada, Malayalam,
Marital Status	: Married
Visa Status	: Employment
Passport No	: Y9015200

Declaration:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

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