

HAMMAD ALI MAJID

CONTACT

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Naif Diera, Dubai, UAE

ACCOUNTS EXECUTIVE | CASHIER



Objectives

An Accounts Executive with 4 years of experience in managing accounts and handling cash and finance, taxation, audit, reconciliation statements, customer relationship management.

Looking for a challenging career opportunity in an esteemed organization, where I can utilize my skill and knowledge in best possible way and contribute towards the organization.

Education

IGNOU
2022 | B.COM
• GRADUATION

YOUTH COMPUTER TRAINING CENTRE
APRIL-2018-SEPTEMBER-2019

- ADFAS (Advance Diploma in Financial Accounting System)

NIOS
2018 | HIGH SCHOOL

- 10th+2 COMMERCE

ST. JOSEPH'S SCHOOL
2016 | ICSE

- 10thCOMMERCE

PERSONAL DETAILS

DATE OF BIRTH : 01/02/1998

FATHER'S NAME : ABDUL MAJID

GENDER : MALE

VISA STATUS : VISIT VISA

VISA EXPIRY : 17/01/2024

PASSPORT NO : X7810709

Experience

ACCOUNTS EXECUTIVE / CASHIER APRIL-2022 – NOV-2023
RASI MOTOCORP Pvt. Ltd. | Kharagpur, west Bengal, India

- ✚ Maintaining vouchers, receipts, bills and payments.
- ✚ Preparing weekly and monthly reports.
- ✚ Reporting daily revenue.
- ✚ Assisting in processing balance sheet, income statement and other financial.
- ✚ Keeping records of daily transaction.
- ✚ Maintaining payroll in tally prime.
- ✚ Handling cash and bank reconciliations.

ACCOUNTS EXECUTIVE / CASHIER NOV-2019 – MAR-2022
ALFA SOLUTION | Kharagpur, west Bengal, India

- ✚ Updating accounts payables performing reconciliations.
- ✚ Record accounts payable and accounts receivable.
- ✚ Maintained all internal audits.
- ✚ Managed Tax preparation.
- ✚ Keeping records of daily transaction.
- ✚ Reporting daily revenue.
- ✚ Fastag registration on portal and maintaining documents.

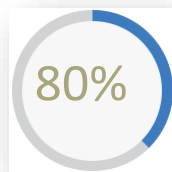
Skills

- Tally ERP9
- Tally Prime
- Book keeping
- Account Maintenance
- Microsoft Office
- Data Entry
- Operation Management
- Internal Audit
- Communication
- Detail Oriented
- Goal Oriented

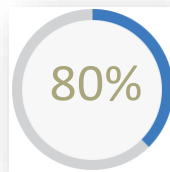
Interest and Hobbies

- Music, Reading & Writing.
- Enjoy and actively participate in a wide variety of sports and creative Activities.
- Use of internet search engines, social networking sites and E-mail in PC.

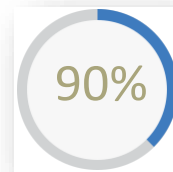
Graph



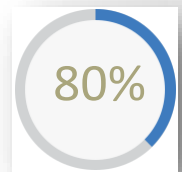
MICROSOFT EXCEL



MICROSOFT WORD



TALLY PRIME



COMMUNICATION SKILL

Declaration

I, the undersigned certify that to the best of best of knowledge and belief;
correctly describe my qualification and myself.



HAMMAD ALI MAJID