



JAMAL ABBAS

GENERAL ACCOUNTANT /
SALES EXECUTIVE

Local Address : Frij Murar Deira Dubai,
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Permanent Address: 337/249
MANSOOR NAGAR NEAR LAL KOTHI,
LUCKNOW. INDIA

Summary

- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis
- Improve systems and procedures and initiate corrective actions
- Oversee taxes and abide by federal regulations

Skill Highlight

- Excellent Communication skills and ability to present complex information in an easy to understand format
- Knowledge of Microsoft office and Tally 5,7.2,ERP 9, Prime
- Internal Auditing
- Stock Auditing
- Fixed Assets Auditing
- Data trending Knowledge
- Cash Flow analysis
- Communication Skills

Experience

Sales Officer

Finwizz Services Pvt Ltd January 2019- February 2020

- Program forecasting
- Monthly Status Reporting
- Working with regional sales in response to provide data for target setting

Accountant and Auditor

Mittal Gupta and Company March 2020 – JUNE 2022

- **Bank Sector:-** Internal Audit of State Bank of India
- **Government Sector :-** UP Purva Sainik kalia Nigam
- **Private Sector:-** ITC Limited D&D Audit

Accountant (Mandob)

RAZA PVT LTD (KUWAIT GULF) 1 JULY 2022 – 1 NOVEMBER 2022

- **Maintaining monthly Account**
- **Maintain management All firms (10 Firms)**
- **Team Leading**

Accountant and Auditor

Mittal Gupta and Company Dec 2022 – Oct 2023

- **Bank Sector:-** Internal Audit of State Bank of India
- **Government Sector :-** UP Purva Sainik kalia Nigam
- **Private Sector:-** ITC Limited D&D Audit

Qualifications

- Bachelor Degree , CSJM Kanpur University
- Intermediate UP Board , SAA Inter College
- High School ICSE Board , City Convent School

Other Education & Course

- **Master Diploma In Computer Application** February 2017 (AN ISO 9001:2008) **Power Vision Institute**

Interests

- Travelling
- Soccer
- Spend Time with Family and Friends

Languages

- **English**
- **Hindi**
- **Urdu**
- **Basic Arabic**

Personal Details

- **Father's Name** : Mr. Raza Abbas
- **Date of Birth** : 21 October 1998
- **Marital Status** : Single
- **Nationality** : Indian
- **Passport No.** : V0789951
- **Visa Status** : Visit Visa
- **Visa Expiry** : 08/01/2024