

CURRICULUM VITAE

MOHAMMED ZAKIR HOSSAIN

ACCOUNTS ASSISTANT

CAREER OBJECTIVE

To obtain a position in a creative, innovative and challenging environment and to help the organization achieve its objective in the most efficient manner by applying my skills and abilities and there by grow with the organization.

EXPERIENCE

- Worked as a Store Supervisor in “Liberty Steel Company Limited” Khartoum North Sudan from 30/09/2021 to 20/10/2022.
- Worked as a Junior Accountant in Chandrakant Jayantilal (Registered Dealer & Repairs in, Metric Weights & Measures, Govt. of India) from 30/04/2014 to 20/02/2021 at Cuttack, Odisha.

EDUCATION

- B.A from Utkal University, Odisha.
- 12th from Council of Higher Secondary Education, Odisha.
- 10th from Board of Secondary Education, Odisha.

PROFESSIONAL QUALIFICATIONS

Industrial Accountant with Fundamental of Accounting Course from the Institute of Computer Accountants (ICA), CUTTACK. Which consists of:

- Module I: Dos, MS Office (Word, Excel & Access) & Internet.
- Module II: Fundamental of accounts.
- Module III: Advanced Practical Accounts with online Finalization.
- Module IV: 2 Accounting Packages (Tally 9.0, Erp 9 & Ace)
- Module V: Income Tax, Service Tax, CST / Vat & Sale Tax.



CONTACT

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📍 AL QUOZ, DUBAI

SKILLS

Bookkeeping
Journal Posting
Payment Processing
Account Reconciliation
Accounts Receivable
Accounts Payable
Invoicing / Billing
Ms Office (Word & Excel)

PASSPORT DETAILS

Passport No: N6722958
Date of Issue: 19/03/2016
Date of Expiry: 18/03/2026

VISA STATUS

60 DAYS VISIT VISA
30/10/ 2023 to
28/12/ 2023

LANGUAGES

English
Arabic
Hindi

Yours sincerely,

Mohammed Zakir Hossain