

RISHIKESH KUMAR MODANWAL

Sajjah Industrial Area, Sharjah, UAE

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CAREER OBJECTIVE:

- Seeking a challenging career as an accounting in a progressive organization to enhance my accounting and financial management skills.

EDUCATION DETAILS:

- Master of Arts (M.A) from DDU University Gorakhpur with good Marks.
- Bachelor of Arts (B.A) from DDU University Gorakhpur with good Marks.
- HSC from State Board with Distinction.
- SSC from State Board with Distinction.
- ADIT (Advanced Diploma in Information Technology) in 2006 from Delhi.
- Tally ERP 9 with According in 2013.

PERSONAL DETAILS

- Father Name : Kanhaiyalal
- Nationality : Indian
- Date of Birth : 02-03-1984
- Religion : Hindu
- Gender : Male
- Passport No : P1287204
- Date of Issue : 23-06-2016
- Date of Expiry : 22-06-2026

COMPUTER SKILLS:

- MS Office Suite.
- Expertise in MS Power Point & Excel.
- Well Versed with Tally Accounting Package.
- Qualified the Certificate Course in MS Office & Accounting Package.

STRENGTHS:

- Good knowledge of Basic Accounting.
- Good Knowledge of Data Handling.
- Ability to handle Pressure.
- Ability to work in a Team.
- Good in making income tax Statements and final account preparations.
- Hardworking.
- Sound Knowledge of Accounting principles.

WORK EXPERIENCE:

- Worked as an Accountant at **AL AQ SAR GENERAL TRADING CO.LLC** In Sharjah, UAE since April 2013 to Jan 2018 till.
- As an Assistant Accountant in **CONTROL CARS SERVICE**. 2018 to 2019 in UAE.
- Worked as a Data Controller in **SAHARA INDIA FINANCIAL CORPORATION LIMITED** in 2010 in India.
- Worked as Documents controller cum Accountant.
- Handled the Complete accounting cycle, Including opening, posting entries and closing of accounts. Handled the complete data.
- Controlling transferring, receiving & mailing.
- Preparation of various accounting reports.
- Helped in preparation of financial statements including budgets, billings and cost Reports.
- Daily updating cashbooks.
- Ensuring recoveries of over dues from customers by skillful negotiations.
- Preparation of P&L and balance sheets.
- Excellent analytical and problem solving.
- Making all invoice like sale invoice purchase invoice.

AL AQ SAR GENERAL TRADING CO.LLC, SHARJAH, UAE

Designation : Accountant
Working Period : 29-05-2013 to 20-01-2018

KEY RESPONSIBILITY AREAS:

- Stock Management.
- Arranging Delivery at right time.
- LPO preparation & receipt of goods.
- Managed accounts payable, accounts receivable and payroll departments.
- Accurately and promptly processing documentations.
- Making invoicing & follow up.

- Preparing standard accounting reports and summaries for financial analysis.
- Prepares journal entries, cash and inter-fund transfer.

CONTROL CARS SERVICE AL AIN, ABU DHABI, UAE:

Designation : Assistant Accountant
Working Period : 2018 to 2019

KEY RESPONSIBILITY AREAS:

- Maintain Petty Cash.
- Making Invoice after Approval.
- Making Statements Particular Customers.
- Making C.P.O of Quotation.
- Maintain Daily wise employee Data.

MRAIBET DRAINAGE & WATER LLC, SHARJAH, UAE:

Designation : Sales Accountant & Operation Manager
Working Period : 01-11-2022 to 31-10-2024

KEY RESPONSIBILITY AREAS:

- Create Quotation.
- Create Invoice & Dispatch invoice the Customer.
- Maintain team Work.
- Arrange vehicle & maintain the services in the accurate time.
- Handle the Pretty Cash & follow the payment.

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Designation : Documentation Controller
Working Period : 2011 to 2012

INTERESTS:

- Learning new computer applications.
- Internet surfing.
- Watching sports channels.
- Reading books.

Declaration:

I hereby declare that all the information furnished above is to the best of my knowledge and behalf.