

RESUME

TAMIR ANSARI

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Visa Status: Visit Visa

Visa Validity: 14/08/2023

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Career Objective :

To attain a level of eminence in a professionally managed organization that gives sufficient space to harness my professional and managerial skills, and to serve the organization with the best of my effort and dedication to attain the utmost satisfaction.

Academic Qualification:

- High School From U.P. Board In Year 2012.
- Intermediate From U.P. Board In Year 2014.

Work Experience :

Worked as Accountant in Finance Department, Lucknow in Victory BPO from Nov2019 to May 2022.

Key Responsibility:

- Handling petty cash
- Journal entries for sales & purchase
- Preparation of bank reconciliation statement
- Preparation of daily collection report
- Preparation of Profit & Loss statement
- Preparation of Balance Sheet
- Vat Filing

Computer Skill

- Microsoft Office 365
- Tally Erp 9.0
- Overview of Internet

Strength :

- Good Communication skill
- Can adapt any environment easily
- Quick learner with positive attitude
- Time management