

Resume

Name -: Umarali Md. Sharif Mulla.

Contact Details-: Mob-: 9637100122.

Email Add-:umarali.mulla@gmail.com

◆ **Career Objective-:**

To build career with dynamic and professionally managed organization & self satisfaction to reflect High standards of performance in any assignment given thereby ensuring organizational and personal growth.

◆ **Academic Qualification-:**

B.com.-: In the Year 2010 with Second Class from Solapur University, Solapur.

M.com.-: In the Year 2012 with First Class from Solapur University, Solapur.

◆ **Additional Qualification-:**

- 1) Tally-TFAP-9.0,
- 2) G.D.C.& A.,
- 3) Eng.-Typing-40, Mar.-Typing-30,
- 4) Ms-Office.

◆ **Professional Work Experience-:**

Name of Company-:

- Galaxy Construction & Contractor Pvt. Ltd. Vijapur Road, Solapur. (May-2013 To Dec.2016)
- Solapur Municipal Corporation Solapur. (Jan.- 2017 To Apl-2023)
- Care Health Care Company, Solapur. (July - 2023 To Aug.-2024)

Current Position -: Computer Operator Cum Account Assistant.

◆ **Nature of work -:**

- Maintaining Spreadsheet.
- Preparing All Types of Banking Transaction.
- Cash Collection.
- Handling & Writing Cheques.

- Receiving & Processing all invoices, Expenses forms & requests for payment.
- Managing petty cash Transaction.
- Maintain Construction Materials Vendor Billing Vouchers.
- Daily Site Reporting To Head Office.
- Preparing Daily Reports / Filing of Records and Documentations.
- Verifying and Checking of Bank Transactions (Deposits/ Withdrawals/ Loan).
- Debtor follow-up for payment to be done daily basis (Sending mail, Phone Calls etc.)
- To prepare list of Sundry Creditors advances given periodically and monitor the supplies/delivery accordingly.
- Preparing Salary Cheque & salary statements & deposited into the bank for Salary payment.
- Preparing Daily Reports / Filing of Records and Documentations.

◆ **Personal Information :-**

- Full Name : Umarali Md. Sharif Mulla.
- Date of Birth : 27th Apl. 1989.
- Languages Known : Marathi, Hindi, English.
- Gender : Male.
- Marital Status : Married.
- Present Address : House No.258 Juni Laxmi Mill Chwal Dongaon Road, Solapur-413001.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place :- Solapur

Date:- / /24.

Thanks & Regards.

(UmarM. Mulla)