

ABU TALHA

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Aspiring for the position in Finance & Accounts

- A professional with almost 1.5 year of experience and exposure in Finance & Accounts.
- Ability to work in high pressure environment and under tight deadlines.

CAREER OBJECTIVE:

To seek a challenging and rewarding opportunity in an organization of repute which recognize & utilize my true potential while nurturing my managerial skills.

WORK EXPERIENCE:

June 2018 – October 2019	Indo Star Insulation Pvt. Ltd	Designation:- Accountant
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- Working on day to day transactions, book keeping, auditing financial information, examine BRS and reconcile AP and AR and report financial health and liquidity of company.
- Processing of PO and Non PO invoices
- Invoice checking, booking and matching
- Vendor Reconciliation
- Vendor Management
- Analysis of Debtors and Creditors ageing
- Handling daily petty cash

EDUCATION DETAILS:

QUALIFICATION	UNIVERSITY/BOARD	YEAR
MBA	Aligarh Muslim University	2018
B.Sc	Aligarh Muslim University	2016
HSSC	CBSE	2012
SSC	CBSE	2010

COMPUTER SKILLS:

- Software : -SAP (FINANCE & CONTROLLING).
(Version- E.C.C 6.0 EHP7)
- Soft Skills : -MS Word, Excel, PowerPoint
(Office- 2007, 2010)

ACADEMIC PROJECTS:

Title: - Total Quality Management& its Implementation& practices in healthcare organization.

INTERNSHIP:

- Organization : - **MAX LIFE INSURANCE CO.LTD**
- Project Title : - Working Capital Management in Max Life Insurance
- Duration : - 45 days (July 2017-August 2017)

PERSONAL STRENGTHS:

- Good communication – Written & Oral
- Excellent Conceptual & analytical skill, Self Motivated.

PERSONAL PROFILE:

- Father's Name :- Shafique Ahmed
- Date of Birth :- September 10, 1995
- Gender :- Male
- Marital Status :- Single
- Nationality :- India
- Languages Known :- English, Hindi and Urdu
- Address :- Umarganj, Belthara road Ballia, Uttar Pradesh-221715.
- Passport number :- S1337544 (Valid upto-26/06/2028)

DECLARATION:

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

Place: New Delhi, India

ABU TALHA