

## **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**