**SYED RAHMATH ULLAH**

**Covering Letter**

Subject: Application for the Suitable Post

# I wish to introduce myself as Accountant / Administrator with excellence in academic arena.

# Turning towards my professional background, I have a Total of (5+) years of work experience in the field of Management.

# I can assure that I possess many qualities to show results and excel in the post offer to me.

# I hope we can arrange a meeting at your earliest convenience, which would also give me an opportunity to prove myself and clarify your queries. Give an opportunity to serve in your esteemed organization, I assure you my best performance through dedication and hard work.

# Please feel free to contact me on the below-mentioned number,

# Mobile No : + 91 9885990505

# Skype Id : syedrahmath87

# Or via email at

# Syedrahmath87@yahoo.com

**Curriculum Vitae**

**Name :-** SYED RAHMATH ULLAH Father name : Syed Naimath ullah Date of Birth : 04-03-1987 Gender : Male Marital Status : Married Nationality : INDIA.

**CAREER OBJECTIVE : -** Looking for an opportunity to pursue a challenging career, which would be intellectually stimulating where I can acquire new learning and utilize my experience to find myself in a higher position in course of time.

**STRENGTHS :-** Capable of working as an individual. Adjusting to all sorts of working environments.Dedicated and hardworking.Self-confidence & Ability to perform well under critical pressures.

**ACADEMIC PERFORMANCE :-**

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| --- | --- | --- | --- |
| **SUBJECT** | **COLLEGE** | **YEAR** | **UNIVERSITY** |
| Strategic Management & Leadership | Western International School of Business Management | 2011 | University of East London |
| Bachelor of Commerce (Computers) | R.G. Kedia College of Commerce | 2009 | Osmania University |
| Computer Science | St.Joseph College | 2005 | Board of Intermediate |

**KEY SKILLS :-** Ms.office, Adv. Excel, Tally Erp, Focus, Wings, Retail Pro, JD Edwards.

**LANGUAGES :-** English, Urdu, Arabic, Hindi.

### WORK EXPERIENCE :-

**IQBAL & ASSOCIATES CHARTED ACCOUNTANT**

Accountant under CA firm (Mar 2017-Sep 2018)

**FERRUCCI - FAVORITE CHOICE EST. (SAUDI ARABIA)**

Accountant / Inventory Controller (Feb 2016-Feb 2017)

**DANUBE FOOD & BEVERAGES (Hyper Markets) (SAUDI ARABIA)**

Senior Branch Accountant (June 2013-Aug 2015)

**TESCO FOOD STUFFS (UNITED KINGDOM)**

Accountant (Jan 2010-Jan 2012)

**JOB RESPONSIBILITIES :-**

* Day to Day updates all cash Inventory Reports & Invoices forward to the Manager.
* Responsible of all under company entire accounting what comes in and what goes out.
* Undertake Audit, Bills Receivable & Bills Payable. Reconciliation of Invoices all procedure and control constraints of movement of Invoices/cash/Items in records.
* Maintaining the books of accounts upto finalization. Bank deposits, Payments and reconciliation.
* Prepares Assets, liabilities, and capital account entries by compiling and analyzing account information.
* Evaluate monthly profit and loss account. Preparation of Depreciation statements.
* Work on employee payroll & (MIS) reports administrator work.
* Analyze cash flow and suggest effective method to increase the profitability of the organization.
* Strong organizational and record keeping skills may be a good fit for a carrier in Accounting management.
* Work on Discount offers from suppliers, weekly promotions.
* Maintaining the financial accounts (Receivable/Payable) of the company.
* Maintain Credit & Debit, sales & return reports/update credit periods payments.
* Management Cost controlling in diversing financial strategies for better profits.
* Help the company make budjet & set profit goals for the company.
* Keep all the documents that prove constraints.
* Follow the accounting standards set by the companies.
* Report to management regarding the FINANCES of establishment.
* Make accurate reports for the quarterly, half-yearly and the year-end accounts.
* Prepare all the reports in the stipulate deadlines.

**DECLARATION :-**

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

**SYED RAHMATH ULLAH**