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**MOHAMMAD JAINUL AVEDIN**

Al Jaffiliya Dubai U.A.E

**Contact:**+971526199947 / +971-564242392

Email: - jainulavedin099@gmail.com

A highly motivated and result driven Professional utilizing enthusiasm, perseverance and strong desire to learn, to contribute and make a positive difference to the organization.

**Location Preferences:** Anywhere

**SYNOPSIS**

* A top performing professional with **03Years over** of experience in the Accounts, sector, utilizing multi-tasking ability to meet organizational objectives.
* Consistent performer with acknowledged success in planning and implementing projects.
* Ability to communicate at all levels & functions effectively whether individually or as a team.
* Demonstrated ability to effectively plan, coordinate & meet deadlines of multiple responsibilities.
* Self-driven, able to prioritize and implement changes smoothly.
* An innovative team player and demonstrable interpersonal, coordination, presentation, organizational, team building and leadership skills with strong analytical mind-set to work and perform in a diverse environment.

**PROFESSIONAL EXPERIENCE**

**faidh united Trad. & Cont l.l.c (oman**) **Executive Accounts Nov- 2014 to jul -2016.**

Job Profile Consist of:

* Maintaining the day to day Accounts independently.
* Handling Bank Formalities, Voucher Entries, Ledger Posting& Journal Entries.
* Generating local Invoices & re-export Invoices.
* Handling of Receivable & Payable of Client.
* Handling Debit Note & Credit Note and Petty Cash.
* Handling Bank Position of the Company.
* Handling and writing cheques.
* Handling calls And Email.
* Checking all the vendors bills and passing for Payment.
* Taking care of Deposit Monthly Salary & Non Salary .
* Knowledge of Import and Export procedures.
* Preparing ledger balances, control accounts and statements, reconciling all the figures.
* Preparing monthly Profit & Loss and Balance Sheet of the company.
* **A to Z Solution Pvt.Ltd. Accounts Executive**  **JULY-2013 to SEP-2014.**
* **Job Profile Consist of:**
* Maintaining the day to day Accounts independently.
* Handling Bank Formalities, Voucher Entries, Ledger Posting.
* Making Cash Voucher.
* Maintaining necessary records and file.
* Preparation of Expenses, Income and Monthly reports.
* Responsible for Calculation of wages, PF and ESI Bills
* Handling Calls and Email.
* Preparing ledger balances, control accounts and statements, reconciling all the figure.

**Academic Credentials**

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| --- | --- | --- | --- | --- |
| **Degree** | **Institute/University** | **Year** | **Percentage** | **Specialization** |
| **BCA** | Dr.Bhimrao Ambedkar University Agra, | 2013 | **67.5%** | **Computer Application** |
| **I.com** | SBS Collage hussainabad | 2010 | **60.2%** | **Commerce** |
| **Matriculation** | Bakshi High School, Hussainabad | 2008 | **64.6%** | **Science** |

**Computer Skills**

Well versed with MS Office Suite with hands-on knowledge of Word, Excel and PowerPoint.

Conversant with the Internet Websites, Manual & Computerized Accounting with Accounting Software Tally **ERP9** etc, Knowledge about, Computerized Billing & Computerized Interest Calculation & Awareness about TDS, Payroll etc.

**Strength**

* Positive attitude and time management.
* An optimistic and hard working person.

**Interests and Hobbies**

* Travelling to new destinations
* Playing and watching cricket

**Personal Details**

D.O.B: 04th Jun. 1992

Permanent Address: AT- Mohammadabad PO- Japla, PS- Hussainabad Dist- Palamau Jharkhand-

Marital Status: Single

Linguistic Ability: English, Hindi, Urdu , Arabic.

Passport Details:Number-L-8443760 / Date of Issue-03/04/2014 / Date of Expiry: 02/4/2014.

Visa Details:Tourist Visa Date of Issue-22/10/2016 / Date of Expiry: 25/1/2017.

Driving License Details**:** Number- F-7NO-4409/10 / Date of Issue: 15/04/2010 / Date of Expiry: 30/3/2030

**Declaration:** I hereby declare that all the above mentioned information and facts are true and correct to the best of my knowledge.

**Place:**

**Date: MD JAINUL AVDIN**