**ZAKIRUDDIN AHMED KOTA**

**Mobile: +91 7801092912**

**E- Mail: zakiruddin1980@gmail.com**

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#### Career Objective

A challenging assignment with a progressive organization where I can apply my vast experience and expertise in finance/accounting to enhance productivity, motivate people and to achieve the business objectives.

#### Academic Qualifications

* **Master of Business Administration(Information Technology)(Sikkim Manipal University)(2009 to 2011)**
* **Bachelor of Commerce(Manonmaniam Sundaranar University)(2001 to 2004)**

**WORK ING EXPERIENCE IN SAUDI ARABIA**

**Company : Al Radwa Trading Company, Saudi Arabia Riyadh.**

**Designation : Office Administrator**

**Duration : Jan 2005 to Jan 2009**

**Areas of Responsibilities:**

* Receiving Shipments
* Managing warehouse section with materials, items etc.,
* Documentation preparing invoices, purchase orders etc.,

**WORK ING EXPERIENCE IN SAUDI ARABIA**

**Company : Nokia Solutions And Networks Al Saudia Ltd**, **Saudi Arabia Riyadh. Designation : ACCOUNTANT.**

**Duration : APR 2012 to JAN 2018**

**Areas of Responsibilities:**

* Receiving and verifying Invoices and Requisitions
* Process backup reports after data entry
* Verification of Bank Statements and Suppliers Invoices
* Correspondences, Daily, Monthly and Weekly Reports
* Managing Accounts of the Company
* Verifying and checking of bank transactions
* Responsible to Make Payments to Suppliers
* Balance sheet reconciliations
* Salary entry and reconciliation
* General ledger entry including accruals and prepayments
* Assisting internal/external auditors with queries
* Chasing outstanding customer accounts
* Communicating clearly and effectively with the accounts team
* Monthly / quarterly management accounts preparation
* Prepared Sales Invoices, Receipt Vouchers
* Prepared Statement of Account of the various customers
* Creating supplier payments

**WORK ING EXPERIENCE IN INDIA**

**Company : Shiva Shakthi Marketing Agency Chittoor,**

**Designation : ACCOUNTANT.**

**Duration : APR 2018 to June 2020.**

**Areas of Responsibilities:**

* Daily Cash Entering
* Verifying and checking of bank transactions
* Verification of Suppliers Invoices.

#### Technical Skills:

Operating Systems **:** Windows98, 2000, 2003, 2007 and Windows XP.

Office Automation **:** PGDCA (MS-Word, MS-Excel, and MS-Power Point)

Good Typing skills(Lower and Higher).

Tally(Accounting)

**Analytical Ability**

* Managing/Motivating Others.
* Strong Administrative skills and comfortable with modern information systems.
* Thorough understanding of the business development process.
* Work co-operatively with other organizational units and individuals
* Confident, Easy going & hard working.
* Organizing skills and Teamwork.

#### Personal Details

Name **: Zakiruddin Ahmed Kota**

Father Name **: Shahabuddin Ahmed Kota**

Date of Birth  **: June 05 ‘1980**

Nationality **: Indian**

Religion **: Islam**

Marital Status **: Married**

Languages known **: English, Urdu, Hindi and Telugu**

***ZAKIRUDDIN AHMED KOTA***