

Curriculum Vitae

Tabassum

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Email ID: ayrahtabassum@gmail.com

OBJECTIVE:

To work in a challenging atmosphere where I can fully utilize skills and academic experience, which provides scope for upward movement in career and contribute to the mutual growth of the organization and myself.

EDUCATIONAL QUALIFICATION:

- BCOM from Bangalore University with 52% aggregate marks during 2010-13 at BET college Bangalore
- PUC (commerce) from Department of Pre-University Education Board with 66% aggregate marks during 2008-10 at MES college
- SSLC from Karnataka Secondary Education Examination Board with 50% aggregate marks during 2007-08 at Govt High School .

EXPERIENCE:

- Five years of work Experience as Account Process Executive in Greet Technologies Pvt. Ltd. (worked on Accounts, Inventory, Balance sheet and GST filing).

JOB DESCRIPTION:

- Timely delivery of bills to the Clients.
- Manage Accounts Payable and Receivable.
- Reconciling bank statement at the end of the month.
- Maintaining database of purchase, sales, payment receipt and journal vouchers.
- GST complete invoicing reporting GSTR1 GSTR2 GSTR3B and GST return filling in TallyPrime
- Maintaining Books of Accounts for the Day to Day Business Transactions in TallyPrime Software which effect on Trial Balance, P & L A/c, Balance Sheet, Receipts & Payments.



SKILLS:

- Able to work independently under pressure and meet deadlines with accuracy.
- Attention to detail and ability to work well in team environment.
- Strong problem solving and analytical skills.
- Excellent communication organizational and interpersonal skills.

COMPUTERS SKILLS:

- Proficient in MS word and web browsing.
- Application: Tally ERP9.(GST specialized).
- Knowledge in MS-Excel and DTP Corel draw.

STRENGTHS:

- Quick Learner & Self-Confidence
- Adaptability & Team Work
- Willingness to learn new concepts.
- Self-motivation and positive attitude
- Flexible to Work in shifts
- Honest, Sincere and Straight forward to my Professional duties

HOBBIES:

- Playing Indoor Games
- Listening to music.

PERSONAL PROFILE:

- Name : Tabassum
- Father's Name : Nawab Jaan
- Date Of Birth : 16/09/1991
- Language Known : English, Kannada and Hindi.
- Marital Status : Single.
- Religion : Muslim.
- Nationality : Indian.
- Address : .#83, Ambedkar Nagar BTM 1st stage Tavarekere
Banglore-560029



DECLARATION

I, hereby, declare that all the statements made above are true and correct to the best of my knowledge and bear the responsibility for the correctness of the above mentioned particulars.

DATE:

PLACE:

TABASSUM