

# Resume

**Syed Gulam Sabir**



## **Address:**

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4/B, B BLOCK, ARAFAT APARTMENT  
Near, ICICI BANK ATM,  
KATATOLI, LOWADI ROAD, RANCHI  
**Mobile No.** 08434171768  
**Email ID:** sg.sabir1990@gmail.com

## **Objective:**

To obtain a full time position in an organization which offer a professional working environment and enable me to work as an Accountant to grow while meeting their financial goal.

## **Summary of Skills:**

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- 1-year, 10th months of experience as Account Assistant in Cement Industry
  - 1 year of experience working under Chartered Accountant.
  - Graduate in commerce
  - Tally ERP/9
  - Diploma in Computer application
  - Proficient in MS office, windows XP and Internet
  - Diploma in financial Accounting
  - An effective communicator with excellent relationship building and interpersonal skill

## **Experience:**

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**Company Name:** Star Cement Limited (Formerly Cement Manufacturing Company Limited)

**Designation:** Accounts Assistant

**Duration:** June 2015 to till Date

**Job Profile:** Making Dispatch Order, Good Received Note, Sales Invoice, Dealer Ledger Confirmation, Daily Sales Status Report, other account related activity.  
Reporting to Account Manager

**Company Name:** G. Shabbir & Company

**Designation:** Accountant Trainee

**Duration:** March 2014 to April 2015

**Job Profile:** Making Proposal of Project Report, Auditing.

## **Educations:**

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- Bachelor of Commerce in 2012  
From Vinoba Bhave University, Hazaribag  
Tenugahat Mahavidyalaya, Bokaro  
With 50% aggregate
- 12<sup>th</sup> (Commerce) in 2009  
From Jharkhand Academic Council, Ranchi  
With 41% aggregate
- 10<sup>th</sup> in 2007  
Jharkhand Academic Council, Ranchi  
With 60% aggregate

## **About Me:**

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- Self Confident
- Dedication and willingness to walk the extra mile to achieve excellence
- Honesty with integrity and a decent human being
- Likeability and positive attitude with sense of humor
- Definiteness of purpose and clear goals

## **Personal Information:**

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**DOB:** 14/12/1990

**Marital Status:** Unmarried

**Nationality:** Indian

**Languages:** Hindi, English, Bengali

**Hobbies:** Listening Music

**Permanent Address:** Village and post. Karaiya  
PS. Sagardighi  
Dist. Murshidabad  
West Bengal 742237

**Declaration:** I hereby certify that whatever information I have provided above, is true to the best of my knowledge.

**Signature:**