

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 :-

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 budget & 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