

## **CURRICULUMVITAE**

**B.INTHIYAZ BASHA,**

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### **CAREER OBJECTIVE:**

A Dedicated, motivated, skilled individual with 8 Years of accounting experience seeks a challenging and rewarding position in a reputed Organization.

### **EXPERIENCE SUMMARY:**

- Planning and maintaining necessary records for Professional Accounting.
- Good in both manual and computer accounting software.
- Coordinating with suppliers, Employees (Staff) and Management.

### **WORK EXPERIENCE:**

- working as **Assistant Accountant Cum Cashier** With HEERA GOLD EXIM LTD from 28-Apr-2014 to 30-11-2018
- Worked With PIRNAV SOFTWARE SOLUTIONS as **Assistant Accountant Cum Admin Assistant** from 14-Feb-2019 to 30-12-2020
- Worked With ENENR INFO PVT LTD as **Assistant Accountant Cum Admin Assistant** from 05-02-2021 to 15-06-2022

### **RESPONSIBILITIES:**

- Maintain all Accounting voucher entry.
- Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
- Maintain Journal Entry Sale, Purchase & Exp Invoice,
- Maintain Petty Cash Book & Internal Audit : Store and Accounts Book.
- Maintain day to day Accounts & reporting to the senior management.
- Providing necessary Accounts Statements to the Auditors.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information

confidential

## **ACADEMIC PROFILE:**

- M B A(Finance &Marketing) from Rao's Institute Of Management Studies, Affiliated to Vikrama Simhapuri University ,Nellore in 2011-2013
- B.Com from B.K.R.M. Degree College, Pulivendula ,affiliated to S.V. University, Tirupati in 2008-2011
- Intermediate from Y.S.R.R. Junior College, Simhadripuram from Board of Intermediate Education, Andhra Pradesh in 2006-2008.
- S.S.C from Z.P.H.S.High School, Simhadripuram, Andhra Pradesh with in 2005.

## **TECHNICAL SKILLS:**

- MS-Office.
- Internet Concepts

## **OPERATING SYSTEMS:**

- Windows XP/2007/2008/2010

## **SKILLS:**

- Good communication skills and presentation skills.
- Ability to work independently as well as group and collectively to achieve the objectives.
- Quick learning capability and good analytical skills.
- Hard working and deducing towards work, reach company goals.
- Ability to learn new duties quickly.

**PERSONAL PROFILE:**

Name : B.INTHIYAZ BASHA.  
Father's Name : B.GOUSE SAHEB.  
Date of Birth : 10th June, 1989.  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Religion : Muslim  
Address : H.NO. 102, 1<sup>st</sup> Floor, Mythri Nagar,  
Madinaguda, Hyderabad – 500049.  
Language Known : Read - English, Telugu & Hindi.  
Write - English, Telugu & Hindi.  
Speak - English, Telugu, and Hindi

**Declaration:**

I hereby declare that all the statements mentioned above are true to the best of my knowledge and belief.

Place:

Date:

**(B.INTHIYAZ BASHA)**