



CURRICULAM VITAE

Abdul Aziz Hussain Warekar

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OBJECTIVE++++

Seeking a challenging and responsible position in a growth oriented company where there is an increase in opportunity for professional growth. I want to establish myself in the field of Accounts and Finance by working with a leading organization which foster learning and develops my ability, strengths of taking initiative and ability to work independently as well as in teams while proving to being an asset to the organization.

EXPERIENCE++++

RK Madhani and Co. – Mumbai (India) :

September 2019 – February 2020

(Accountant)Responsibilities:

- Preparation of Cash Book and Bank Book (Bank Reconciliation -Monthly basis).
- Maintain Purchase Day Book & Sales Book.
- Maintain Ledgers of Sundry Debtors & Sundry Creditors.
- Handling Cash Transaction. (Petty Cash).
- Preparation of Invoices (with Sales Tax) and Challans.
- Voucher Preparation of Voucher & Quotations and Other Correspondence work.
- Accounts Payable/Accounts Receivable.
- Banking-Transaction (Daily Bank Reconciliation).
- Profession Tax, Service Tax, T.D.S.
- Maintain Inventories Ledger, Cash Book, Purchase Book and Sales Book.
- All others day-to-day transaction of accounts.

EDUCATION QULAIFICATION +++++

- Secondary School Certificate (S.S.C) - Year 2014 from Maharashtra State Board
- Higher Secondary School Certificate (H.S.C) - Year 2016 from Maharashtra State Board
- Bachelor Of Commerce (B.Com) - Year 2019 from Mumbai University.

COMPUTER PROFICIENCY++++

- Windows XP / MS Office /Tally ERP
- Internet & E-mail applications

PROFESSIONAL COURSES++++

- Certificate in MS-CIT
- Financial accounting and taxation (K-FAT).
- Good communication & presentation skills
- Knowledge of accounts packages

LANGUAGES KNOWN++++

- English, Hindi, Urdu & Marathi.

PERSONAL Details++++

- Passport No : T4646343
- Visa Status : Visit Visa
- Date of Birth : 01st July 1999
- Nationality : Indian
- Marital Status : Single
- Address : Near Gold Land, Opposite Karawan Hotel
Deira, Dubai

OTHER RELEVANT SKILLS+++

- Planning & Organisation.
- Communication.
- Leadership.
- Problem Solving.

DECLARATION+++

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date :

Abdul Aziz