

## CONTACT

### IMRAN AHMAD

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Al karama - G block - karama shopping complex - dubai



## PERSONAL DETAILS

- Date of Birth : 12-Sep-1996
- Marital Status : Single

## OBJECTIVE

Experienced employee looking for a job with the history of accurately and efficiently supporting accounting activities for a diverse range. 4+ experience in present data providing financial report and delivering all necessary data to authorize.

## SKILLS

- UAE VAT knowledge
- Softwares • TALLY ERP.9 • MICROSOFT EXCEL • MICROSOFT POINT • MICROSOFT WORD • DMS
- Analytical skills - I work with different kinds of information, see patterns and trends and draw meaningful conclusions. Often assessed using aptitude or psychometric tests.
- Communication - I covers verbal and written communication, and listening about being clear, concise and focused, being able to tailor your message for the others and listening to the views of others.
- Problem solving - I have ability to take a logical and analytical approach to solving problems and resolving issues. Am also good to show approach problems from different angles.

## EXPERIENCE

2019 - 2021

- **Royal Enfield Akanksha autozone pvt ltd**  
Accountant and assistant manager
  - # Advising on how to reduce costs and increase profits.
  - # Compiling and presenting financial and budget reports.
  - # Ensure that financial statements and records comply with laws and regulations.
  - # Keeping account books and systems up to date.
  - # Responsible for implementing workflow procedures based on direction from the company's General Manager.
  - # My duties include supervising employees during day-to-day tasks, providing customer support in escalated situations and managing the overall workflow of a workplace.

2017 - 2019

- **Mahindra maha laxmi auto world pvt ltd**

Accountant

Supports the Accountant in completing basic bookkeeping, clerical and accounting tasks for a company. My duties include preparing reports and payroll processes. Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders. Verify payments and deposits made through the company account and coordinate with the bank. Create daily reports for management and team members.

## EDUCATION

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- **Mahatma Jyotiba Phule Rohilkhand University**

Bachelor of commerce in business administration

7.8

- **Greenwood high Sr. Sec**

Intermediate in science

7.4

- **MIMT- advance Computer Training Institutes**

Tally ERP.9

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## LANGUAGE

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- English,Hindi,Urdu

## INTERESTS

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- Photoshop
- Participates in knowledgeable activities
- Travelling

## ACTIVITIES

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- Knowledge of a foreign language like Arabic and Spanish.