

# **CURRICULUM VITAE**

**Sayed Md. Mudabbir**



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**Profile -:**

Young dynamic excellent common sense. Analytical skill and decision making abilities. Self motivated, hard working individual with decent knowledge. Ready to work with a team.

**Summary:**

*Goal oriented in my field with natural talents in developing and implementing successful strategies, driving profit and increasing overall in my profile. To be associated with a firm that provides career development opportunities that shall yield the twin benefits of the job satisfaction and steady-paced professional growth. Prepared to bring 5+ years of experience and take on challenging position with opportunity to make lasting impact on organizational and personal growth.*

**About Me: -**

*I am a well presented. Efficient and experienced professional with over more than five year experience in the accounting and admin field . Experienced in providing excellent Relationship Building. outgoing, able to build good relations with clients. As a self-starting person, I am highly motivated and able to exceed my targets and enjoy the challenge of working in a high pressured environment. I am also very much keen with regards to social developmental activities and always look forward to be part of it, Especially for children and Women Development. I am seeking a new challenging role with an ambitious and successful team that will enable me to make an effective contribution to the business while continuing my own career development.*

### *Educational Qualification-:*

- S.S.C. passed
- H.S.C. passed
- B.Com passed

### *Technical Qualification -:*

- M.S.CIT
- Tally 7.2, Tally ERP 9
- Typing speed 30 wpm.
- Certified course in Industrial Accounting from "The Institute Of Computer Accounting (ICA)

### *Working Experience -:*

- **Style code lighting and L.L.P. from February 2009 to June 2016 as Accountant and admin Executive.**
- Current working for **Resort Life Travel Pvt Ltd. ( Maldives ) from July 2016 to current date as Accountant and admin Executive and Reservation.**

### *RESPONSIBILITIES -:*

#### **As Accountant and Administration: -**

- Entries in Tally ERP9.
- Purchase, sales, receipt, payment etc. Entries. GST.
- Bank reconciliation.
- maintaining the cash records. Maintaining petty cash book
- All banking related work
- Handle the all administration activities.
- Staff salary.
- Doing Quotation.
- Payments Follow-ups.
- Stock maintained. (In words and out words)
- office expenses, office maintenance, eg. Water and pantry items management etc.
- House keeping management.
- Travelling management.
- Courier management on daily base.
- Contact with contractor for AMC contract.
- Meet the client.
- Tracking and following up of bills & follow the parties.
- Follow up of deliveries of materials.
- Day to day reporting to MD.

*Languages known*

-:  
Urdu  
Marathi  
Hindi  
English

*STRENGTH*

-:

Confident, Good interaction with people, Initiative, Good listener, Positive attitude.

*PERSONAL PROFILE -:*

<b>Name</b>	-: <i>Sayed Md. Mudabbir</i>
Father Name	-: Sayed Masroor Husain
Date of Birth	-: 15 <sup>TH</sup> June 1988
Nationality	-: Indian
Marital Status	-: Single

**DECLARATION** -:

I here by declare that the information and particulars furnished above is true and correct up to my best knowledge and belief.

PLACE -: Mumbai

**( SAYED Md. MUDABBIR )**