

ASIF ABBAS RIZVI



Contact Information:

Current Address:

Flat No. 205, Building No.
24 Near Dubai Hospital
Dubai

United Arab Emirates

Mobile: +971 52 583 6320

Email:

asifabbasrizvi110@gmail.com

Skill

Tally ERP

Reconciliation

Account payable &
Receivable

Petty Cash Handling

Microsoft PowerPoint

Microsoft Excel

Computer Application

Email & Internet

Personal Data:

DOB : 10th May 1995

Sex : Male

Nationality : Indian

Marital Status : Single

Languages Known:

English, Hindi, Urdu.

Visa Status : Visit Visa

Expire on : 15 DEC 2020

CURRICULUM VITAE

Specialization : Accountant

Objective

To get an opportunity where I can enhance my knowledge and skills & use it for the betterment of the organization.

Work Experience

Royal Sandbox Tourism LLC, Dubai (6th January 2020 to Present)

Designation- Account Executive

Responsibilities:

- Managing accounts payable and receivable ledger.
- Processing the payable and bills by following the company payment policy.
- Engaging with receivables for their ledger and clearance of balances.
- Recording the expenses in Tally ERP.
- Assisting to member in preparation of company payroll and processing through WPS.
- Reporting to management with financial reports.
- Maintaining the book keeping policy.
- Providing the data to auditing body.
- Assisting with sales reports to the leading manager, keeping the different aspect in report.

AXIS BANK

Axis Bank (Airtel Money) Rural Inclusive Banking- Gorakhpur- UP India

Duration : Since 5th Nov, 2017 till 10th of December, 2019

Job Profile : Relationship Officer

Responsibilities:

- Development of M-Commerce market, through Telecom
- Service provider, BHARTI AIRTEL.
- Opening of virtual Super Accounts
- Via mobile numbers using base of Airtel Money.
- The account can be accessed through the mobile number via network.
- The virtual money can be transferred in the Super Account via the
- Retailers which again can be utilized by the customers.
- Generating sales volume through maximizing the number of accounts.

Madan Communication

Duration : 1 August 2015 to 17 October 2017

Job Profile : Customer Relation Executive

Responsibilities:

- Greeting customers and helping them with their enquiries or concerns
- Working a fast-paced and high-volume retail environment
- Providing excellent customer service to all customers, at all times
- General merchandising of the store with managers.
- Manage customer arrivals to maximize relationship building opportunities.
- Improving the overall customer relationship, delivering reliable administrative support and customer service.
- Acknowledging customers promptly and treating them in a courteous manner.
- Finding out what information, products or services the customer requires to meet his/her needs, providing clear, accurate and relevant information.

Professional Qualification

Master in Commerce From Islamic College of Commerce 2016-17.

Academic Record

B.Com.

- From Gorakhpur, University (2012 - 2015).

Intermediate

- From U.P. Board, Allahabad (2012).

High school

- From U.P. Board, Allahabad (2010).

Skills

Leadership skills, Motivation, Team work & Working with a friendly nature.

Declaration

- I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Yours sincerely,
Asif Abbas Rizvi