



# Haris Azmi

**Email Id :-** harish.azmi@yahoo.com

**Contact No.** +971589920410

**Address :-** Al Satwa, Dubai.

**DOB.** 25<sup>th</sup> August, 1995

**Nationality :-** Indian

**Marital Status :-** Single

## Computer Skills :-

MS. Excel, MS. Word

Pivot Tables

Sensitivity Tables

H & V lookups

Conditional Forwarding

Data Validation

Data Consolidate Etc.

## Accounting Software Knowledge :-

Tally ERP, Focus ERP & Deskera ERP.

Photoshop & Paint.net

Email Management

Social Media Management

Create Google My Business & Manage

Manage & Put the adds on Property

Finder, Dubizzle & Bayut

## Educational :-

**B.com Completed in 2016 from**

**Dr. Cv. Raman University Kota Bilaspur**

Accountancy

Taxation

Business Economic

Advance Diploma in Computer

Application

Language – English, Hindi & Urdu

**CAREER OBJECTIVE:-** Seeking a challenging position in an organization that offers prospect of career growth and learning with the aim to contribute positively towards the firm's success and enhance my professional skills

**SELF PROFILE:-** A straight forward amiable to work with in a group. I believe in never say die attitude, never run away from responsibility and very efficient in building relationship I believe in myself because. I think if I can believe it, I can achieve it.

**WORK EXPERIENCE:-** **March 2020 to December 2021** working as a “**Accountant**” with Burj Al Khan Building Maint. & Cleaning Ajman UAE.

## **JOB & RESPONSIBILITIES:-**

- Responsible for maintaining timesheet site wise.
- Prepare Invoice & Submit to the Contractors.
- Keep following with contractors regarding payment.
- Prepare Salary for Staff & Deposit into Bank Account.
- Preparation of **Bank Reconciliation Statement**
- Prepare Vat Quarterly & Return Filing of Vat.
- Maintain Petty Cash On Daily Basis.
- Responsible for maintaining all accounting entries.
- Prepares payment by verifying documentation and requesting disbursements.
- Responsible for Maintain **Accounts Receivable & Accounts Payable**.
- Preparation of monthly Finalization Accounting Statements.
- Analyzed monthly expenses and gross receipt business.

**July 2016 to November 2019** as a “**Sales Representative**” with Enox HardwareIndia Pvt. Ltd.

- Responsible for primary & secondary sales
- Meeting with fabricator, Architect & Interior Designer for product promotion and sales enhancement purpose.
- Visiting under Construction Sites for sales promotion.
- Practical knowledge about hardware product like sensor door fitting, Magnetic lock fitting, Door Closer fitting given instruction by company etc.
- Developed and implemented special sales activities to increase sales.
- Responsible for payment collection within time limit decided by company.
- Identified and resolve client's problems.
- Attend conventions and conferences to meet clients and discuss the developments of new products.
- Responsible for taking purchase orders.
- Attended meeting and trainings for achieving effective sales target.
- Responsible for monthly sales report and send it to the concerned sales manager.

## Hobbies



### STRENGTH:-

Possess good verbal and written communication skills.

Possess good presentation and negotiation skills.

Hardworking with positive attitude.

Commitment to words.

Punctual and dedication.

Quick learner.

Teamwork.

Management.

### PASSPORT DETAILS:-

**Passport No.** : L8432064

**Date of issue** : 03.04.2014

**Date of expiry** : 02.04.2024

**Place of issue** : Lucknow

**DECLARATION:-** I hereby declare that the above information furnished is true and correct to the best of my knowledge and belief.

Date :

Place :Dubai UAE.

Haris Azmi