

Abdul Gafoor Hurzuk

Accountant

To be able to work in a dynamic environment for which I can promote my learning knowledge, and at the same time, to enhance my skills that would further develop my other potentials. Detail-oriented, efficient and organized Professional with extensive experience in accounting systems. Excellent Knowledge of computer Specially Excel and Word. Highly trustworthy, discreet ethical. Willingness to take added responsibility.



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Dubai, UAE

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EDUCATION

Vasantrao Naik College, Mhasla B com, (Bachelor of commerce Degree)

06/2020 - 07/2021

India, Mumabi

WORK EXPERIENCE

Assistant Accountant S4H Consultancy, India

01/2018 - 02/2020

Mhasla, India

Achievements/Tasks

- Maintain whole Accounting Records to Clients
- Preparing and checking ledger balances and other monthly and yearly accounts
- Projecting cost calculations
- Check Whole Record Of Receipt, Expenses Payments, Banking etc .
- Maintain NGOS account
- Maintain Company accounts
- Maintained Client Documents and prepare MIS in Excel for Clients Record
- Corporate document maintenance
- Liaising with auditors
- Logging daily entries in accordance with accounting policy

Accountant S4H Consultancy, India

12/2020 - 10/2021

Mhasla, India

Achievements/Tasks

- Day to day transactions entries like Receipts & Payments, Journal Voucher entered in ERP
- Handling of petty cash related receipts and Expenses
- Bank Reconciliation
- Tax Audit Corporation & Non Corporation client
- Payment of utility related bills and timely booking of those Expense
- Monthly sales report submission to manager
- Sales invoicing on daily basis

SKILLS

Strong written and oral communication

Organization and attention to detail

Time management

Analytical and problem solving skills

Systems analysis

Mathematical and deductive reasoning

Active learning

Proficiency with Microsoft Office Suite

Financial reporting and analysis

VISA STATUS

Visit Visa - until 30 March 2022 (12/2021 - 03/2022)

COMPUTER SKILL

Tally ERP 9.0 ,Microsoft office, Word , Excel, PowerPoint, Email ,Browsing

CERTIFICATES

Industrial Certified Accountant (ICA)
(11/2020 - 12/2021)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Marathi

Full Professional Proficiency

INTERESTS

Reading Books

Cricket

Football