



IBRAHIM JEELANI

📍 DEIRA, DUBAI, U.A.E

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Positions Applied: ACCOUNTANT

Educational Qualifications

- **GRADUATION** – 2018, Hyderabad, India
- **Board Of Intermediate** – 2016, Hyderabad, India
- **Schooling From Board Of Secondary**-2014, Hyderabad, India.

Computer Skills

- Microsoft Office: Word,
- Operating System: Win XP, Vista, Windows 7, 8, 10,
- Prepare & Generate Reports from Pivot Table.
- Tally ERP9.
- EXCEL, ADVANCED EXCEL, POWER POINT.

Skills & Abilities

- Negotiation skill.
- Good Communication Skills.
- Ability to deal with people by friendly and willingness to learn the techniques.
- Ability to handle under Pressure and achieve the target.
- Ability to handle problems and facilitate successful outcomes.
- Superb interpersonal skills.
- Time management

Profile

Seeking a challenging job in a well reputed established educational organization to associate as a dedicated Employer where I can contribute my potential for development of your organization.

Work Experience

❖ **RABBANI PLASTIC TRD, HYDERABAD. (MAY-2019-2021)**

Designation: ACCOUNTANT

Major Job Responsibilities:

- Financial reporting
- Accounts reconciliation
- General ledger
- Maintaining Day book, sales Ledger, Purchase Ledger, Stock register.
- Financial statement preparation.
- Journal and ledger preparation.
- Monthly analysis & reporting.

❖ **AL YAHYA ONLINE SERVICE (Jan 2017 – Dec 2019)**

Designation: DATA ENTRY OPERATOR.

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)
- Performs regular backups to ensure data preservation.
- Maintains a filing system and protects confidential customer information.
- Completes additional assigned tasks as required.

Personal Details

Date of Birth : 16th April 1997
Gender : Male
Nationality : Indian
Marital Status : Married
Passport No : M8738785
Driving License : INDIAN

- ❖ **D MART, Hyd, Indian (Jan 2016 – Dec 2017)**
Designation: CASHIER.
 - Collect Cash, checks, and credit card payments from customers.
 - Make change accurately and efficiently.
 - Issue receipts to customers.
 - Deal with returns and refunds as necessary.
 - Maintains relationships with clients by providing support, Information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
 - Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
 - Prepares reports by collecting, analyzing, and summarizing information.

Declaration

I hereby declare that the above given information are correct to my best of knowledge and belief.

Ibrahim Jeelani