

SHARIQ ALI

Mobile No.: +971-558422410

E-mail: ashariq55@gmail.com

DUBAI, UNITED ARAB EMIRATES (UAE)



CAREER OBJECTIVE

- To be an effective member of a professional team where could get opportunity to utilize my skills, expend my knowledge and work well in order to build a good career.
- To dedicate maximum to the profession with commitment devotion and to improve my skills and to prove my skills.

EDUCATIONAL QUALIFICATION

Qualification	Institute/ Organization	Year
B.com	Delhi University, Delhi	2013
Intermediate	New Horizon School, CBSE Board, Delhi	2010
High School	New Horizon School, CBSE Board, Delhi	2008

EXPERIENCE

UNITED ARAB EMIRATES (UAE)

- August'2020 to October' 2022 as an **Accounting Assistant plus sale Executive**
In **Seven Brothers Used Cars Trading**
 - ✓ Preparing Financial Statement and Statement of Profit & Loss for company,
 - ✓ Preparing Profit and Loss statement of each vehicle sold,
 - ✓ Preparing VAT Report and Submitting to Auditor on Quarterly bases,
 - ✓ Entry of Purchase & Sale on daily base,
 - ✓ Updating and maintaining day to day transaction,
 - ✓ Maintaining various office files on daily basis,
 - ✓ Reconcile all ledger account,
 - ✓ Updating and maintaining all accounts payable, receivables, petty cash and banking entries on Focus software,
 - ✓ Updating daily base Reconcile stock,
 - ✓ Working as sale Executive and Dealing with customers,
 - ✓ Working as purchase executive and dealing with supplier.
- January'2018 to July'2020 as an **Accounting Assistant**
In **Link Line General Trading LLC.**
 - ✓ Entry of purchase & sale on daily base,
 - ✓ Updating and maintaining day to day transaction,
 - ✓ Maintaining journal vouchers and various office files on daily basis,
 - ✓ Reconcile all ledger account,
 - ✓ Updating and maintaining all accounts payable, receivables, petty cash and banking entries,
 - ✓ Knowledge of VAT calculation and return filling.

INDIA

- Two years (2 years) as an **Accounting Assistant**
In **I.S. Marketing Pvt. Ltd.**
 - ✓ Entry of purchase & sale, journal, contra in tally,
 - ✓ Party's Ledger Reconciliation,
 - ✓ Maintain Day To Day Petty Cash Book,
 - ✓ Maintain up-to date billing systems,
 - ✓ Co-ordinate with the Concerned Department to maintain the work flow.

- I have One and half years (1 year and 6 month)) as a **Sales Executive**
In **Unicare.In** (Real Estate)
 - ✓ Dealing with customers about a project,
 - ✓ Working as sale Executive and Dealing with customers,
 - ✓ Field Marketing.

STRENGTH

- Perfect experience in book keeping and accounting,
- Adaptability and flexibility,
- Team worker and excellent inter-personal skill,
- Capable to work in under pressure,
- 100% dedicated towards the work,
- Interested to learn new processes to develop my skills.

TECHNICAL QUALIFICATION

- Basic knowledge of Computer,
- Tally 9.0 form SEWA BHARTI DELHI (REGD.)

HOBBIES

- Playing Cricket,
- Watching Movies,
- Listing Music,
- Net Surfing.

PERSONAL DETAILS

Year of Birth	:	1990
Nationality	:	Indian
Visa Status	:	Visit Visa
Passport Number	:	M6443570
Marital Status	:	Unmarried
Religion	:	Muslim
Sex	:	Male
Language Known	:	English, Hindi & Urdu.

DECLARATION

- I hereby declare that the above-furnished particular are true & correct to the best of my knowledge and I shall oblige if I am given an opportunity to work in your organization.

Date :

Place : DUBAI (UAE)

[SHARIQ ALI]