

SK

EMAMUDDIN

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PROFESSIONAL SUMMARY

An articulate, focused and capable Accounting professional a history of providing consistent leadership in the financial areas of a business. I come to you with a strong background in focusing on profitability and being able to identify trends effecting financial performance. As an all-rounder considerable experience of cash-flow statements, income statements, and excellent communication skills allow her to clearly relay financial information to clients and management alike. At the moment I am looking for a suitable position with an employer who has a supportive, growth-oriented environment that welcomes ideas on how to succeed and improve.

CAREER HISTORY

JANUARY2021-CURRENT-

As a working Account Executive in Evoke Avaas Lifestyle(EvokeGroupHotels) | Amritsar,Punjab.
As a working Account Executive in Evoke Lifestyle(EvokeGroupHotels) | Candolim,Goa, Period Jun-2018 to Mar-2020.
As a Cashier working in Dosa Plaza(Goa)Period(Decmber-2017 to May-2018)
As a working Account associate Hotel Jodha The Akbar(UP)Period(January-2017 to Nov-2017)

Duties:

- Preparing monthly financial statements.
- Writing up accurate and timely financial report.
- Preparing journal entries complete with documentation for all transactions.
- Assisting in annual and monthly budget preparations.
- Working with tax accountants to provide information for tax returns.
- Reconciling cash advances on a monthly basis.
- Investigating any accounting discrepancies.
- Reporting on any outstanding invoices.
- Identifying and recording incoming electronic payments.
- Maintaining spreadsheets to accurately

- report on revenues and expenditures.
- Counting and balancing petty cash at the end of each month.
- Assisting with the hiring, training, and development of staff.

KEY SKILLS AND COMPETENCIES

Accounting;

- Can quickly understand and evaluate complex information
- Able to connect with customers to build loyalty.
- Proficiency with MS Office suite, especially in Excel.
- Highest standards of accounting accuracy and precision.
- Familiar with a wide range of accounting software.

Personal;

- Thinking creatively to solve complex problems.
- Able to handle multiple tasks, work quickly and well under pressure.
- Strong work ethic.
- A proven high performer and quick learner.

AREAS OF EXPERTISE

- Payroll accounting
- Inter-company billing
- Financial management
- Business processes

EDUCATION

- 2014 Bachelor Degree (BHM) Haldia Institute of Management, Haldia, WB
- 2010 West Bengal Board of Higher Secondary Education
- 2008 West Bengal Board of Secondary Education

Date:

Thank you
Yours faithfully