

MODASSIR IMAM

Industrial Area 17th
Maliha Road
Near Sharjah University
Sharjah, U.A.E
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Objective

Looking for an opportunity in an organization with challenging and competitive environment, where I can use my knowledge, skills and personal attributes to achieve the organizational goals.

Academic Qualification

- B.Com (Account Hon's) from B.R.A. Bihar University Muzaffarpur, Bihar, in 2007
- 10+2 from Bihar Intermediate Education Council, Patna in 2000
- Matriculation from Bihar School of Examination Board, Patna, Bihar, 1997

Professional Qualification

- C.I.C.(Certificate In Computing) from IGNOU, Patna
- A.D.C.A.(Advance Diploma in Computer Application) One year.
- Basic Knowledge of Computer Hardware Maintenance

Technical Skills

- Software : Tally, MS –Office, Quick Book Basic
- Hardware : Hardware Maintenance
- O.S : Windows_ XP, Win 2007 & 2010

Current Experience

AL RAHMA MARBLES TR. & CUTTING, [Sharjah U.A.E.]

The company into marble and granite designing, cutting and assembling as per client requirement. This company established in 2003 having marble & granite trading license.

Accountant

Since Feb. 2013 to date

Job Profile

- Responsible for General Accounting
- Finalization of Accounts
- Managing Petty Cash
- Bank Reconciliation
- Making Quotation and Invoices
- Making Financial Statement
- VAT Filing
- Handling Bank & Cash
- Debtors/Creditors Reconciliation
- Managing Accounts Receivable
- Managing Accounts Payable
- Maintaining Sales & Purchase Register
- Making Customer Invoice

Previous Experience

HONDA AUTOMOBILES (M.G. HONDA Two Wheelers Agency)

This agency had authorized license by HONDA for selling Two Wheelers in district.

Ass. Accountant Cum D.M.S.

Oct. 2011 to Nov. 2012

Job Profile

- Making Online Invoice on Dealer Management System
- Responsible for Making Sales Register & Purchase Register.
- Responsible for Book Kipping & Stock Reports
- Responsible for TAX Filing

LAFARGE CEMENT C.F.A. BIHAR (Clearing & Forwarding Agency)

This agency has basically license for cement distribution in Bihar region. They had state level warehouses for Cement Carrying and Forwarding to parties taking order their dealers.

Accountant

Nov. 2008 to Aug. 2011

Job Profile

- Responsible for Making Purchase Register & Sales register
- Petty Cash, Day to Day Sales Invoice
- Responsible for Credit Control, Bank Reconciliation
- Preparation and submission of Tax

Bihar State Beverages Corp. Ltd. [BIHAR]

This agency had basically license for cement distribution in Bihar region, They had state level warehouses for Cement Carrying and Forwarding to parties taking by order from dealers. Classified as State Govt. Company and is registered at register of Companies.

Office Assist. Cum Computer Operator
April 2007 to Oct. 2008

Job Profile

- In this corporation, I used to work as an office assistant cum computer operator
- Responsible for Computer Invoicing
- Responsible for Checking Material in Slip [MIS] & Maintaining Stock Report

Skills

- Maintain Purchase & Sales Register, Finalizing Accounts, Financial Reporting, AR & AP, Petty Cash, Stock Book. Payroll, Invoices Making, VAT Filing, Bank Reconciliation, Closing Monthly Records and Reports, Controlling the Unnecessary Expenditure
- All types of Inventory on Computer with Tally ERP & Excel, Liaise with Auditors, Prepares daily Bank account Statement. Basic Knowledge of Quick Book.

Personal Details

Date of Birth	:	15 th	January	1980
Father's Name	:	Late Imdad Imam		
Sex	:	Male		
Marital Status	:	Married		
Languages known	:	English, Hindi, Urdu & Arabic (Med.)		
Religion	:	Islam (Sunny Muslim)		
Nationality	:	Indian		
Strengths	:	Diligent, Optimistic Approach		

Passport Details

Passport No.	:	T 7120604
Place of Issue	:	PATNA,
Date of Issue	:	20/11/2019
Date of Exp.	:	19/11/2029

Declaration

I hereby declare that the above information is true to the best of my knowledge. If given a chance, I will try my best to come true to your aspirations.

Place

Date

Modassir Imam