

CURRICULUM VITAE

ZAINAB FATIMA JAFFRY,

A-145, LABOUR COLONY,

NEAR GAUSHALA ROAD,

JAMALPUR, LUDHIANA-141010.

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PERSONAL

DATE OF BIRTH : 29 JUNE, 1988
FATHER'S NAME : LATE SH MUJAHID HUSSAIN JAFFRY
MARITAL STATUS : SINGLE
PLACE OF BIRTH : SHARJAH (U.A.E)

EDUCATIONAL QUALIFICATION :

- MATRICULATION FROM CBSE BOARD.
- INTERMEDIATE IN COMMERCE STREAM FROM PATNA UNIVERSITY, PATNA.
- B.COM. FROM MAGADH UNIVERSITY IN 2009, BODH-GAYA.

COMPUTER LITERACY :

- * BASIC KNOWLEDGE OF COMPUTERS,
- * MS OFFICE, TALLY.

LANGUAGES KNOWN :

- * ENGLISH, HINDI

EXPERIENCE:

- * WORKED AS ASSISTANT ACCOUNTANT IN JINDAL AGRO MILL PVT LTD,

* WORKED AS ASSISTANT ACCOUNTANT IN SHIVA TRADING CO.

* WORKING AS DATA OPERATOR & ASSISTANT ACCOUNTANT IN PNEUMATIC SPARES

INDIA FROM 2019 TO TILL DATE

WORK EXPERIENCE

1. A dynamic and sincere professional with 4 year of rich experience in accounts field
2. Excellent financial accounting knowledge.
3. Excellent knowledge of accounts Payable & Receivable processes and procedures.
4. Experience in using Tally ERP and other similar accounting systems.

Responsibilities

- Maintain of all type accounting vouchers entry.
- Maintain bank reconciliation statement and reconciliation of Debtors & Creditors.
- Maintain books of account in Tally.
- Maintain internet audit Store and Accounts Book.
- Maintaining Salary of Employees.

OBJECTIVE :

TO WORK SINCERELY, BUILDING A SYMBOLIC RELATIONSHIP WITH YOUR ORGANIZATION WHERE MY EFFORTS WILL BE COMPLIMENTED AND TO PROVE MYSELF AS A VALUABLE STAFF

STRENGTH:

- * HARD WORKING, OPTIMISTIC, SELF MOTIVATED, HONEST & COMMITTED TO ACHIEVE TARGETS IN TIME.

SALARY EXPECTED : NEGOTIABLE.

PLACE : LUDHIANA

DATE .../.../.....

(ZAINAB FATIMA JAFFRY)