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## JAVEED SD

## Mobile: +91-9948121404

## E-Mail: [jvdrayan@gmail.com](mailto:jvdrayan@gmail.com)

***Applying for the post of Accountant & Marketing***

***Curriculum Vitae***

* **Career Objective:-**

Looking forward to accelerate my innovation and dedication in a stream organization where I can put my knowledge and enthusiasm for the growth of organization and expand my potential to the maximum. Work with a dynamic company in a safe & efficient way as a professional to give an extra edge to the company as well as my self.

* **Academic Record:-**
* **MBA : - *Masters of Business Administration,***

**Sri Indu PG College Hyderabad, (From 2011 to 2013),**

**Affiliated By Osmania University Hyderabad.**

* **B.Com :- *Bachelor of Commerce,***

**Gayathri Degree College Wanaparthy, (From 2007 to 2010),**

**Affiliated By Osmania University Hyderabad.**

* **Inter : - *Board of Intermediate*,**

**CV Raman Junior College Wanaparthy, From 2005 to 2007**

**Affiliated By Board of Intermediate, Andhra Pradesh.**

* **SSC : - *Board of secondary school Certificate,***

**Zilla Parishad High School Sri Rangapur in 2005,**

**Affiliated By Board of Secondary School, Andhra Pradesh.**

* **Experience In HDFC ( Banking Sector ) 4 Years From:-2014 to till**

**Ref: - (Team Manager Mobile 91-9703845724 Mr,Aizaz Ahmed)**

***Housing Development Finance Corporation Limited, Hyderabad, India.***

* **Job Responsiblities:-**
* In-depth knowledge of all banking policies and procedures followed by management
* Issuing the Check Books
* Issuing the Counter Foil Numbers And Tokens
* Cross checking of Checks and Vouchers
* Labeling The Files in a suitable manners
* Maintain the Balances of pass book and check book
* Issuing a petty cash and maintain the vouchers
* Preparing journal entries and vouchers
* Cross checking of customers general ledgers
* Taking approvals from managers before passing entries
* Profound knowledge of the legislation and regulations governing the field of finance and commerce
* Proven ability to analyze and evaluate complex financial data quickly and accurately
* Exceptional competence in preparing financial and auditor statements, reports and schedules
* Excellent time-management, analytical, organizational and problem-solving skills
* High level proficiency in using relevant MS applications like Excel and Power Point and operating Access and Visio
* Exemplary written and verbal communication skills
* Preparing and analyzing accounting records and financial statements reports
* Assess accurately and confirm to reporting and procedural standards of the reports
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Studying the reports given by auditors and CA and submitting them to the management
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* A voiding outstanding expenses and managing the petty cash
* Establishing table of accounts
* Assigning entrie s to proper accounts
* Preparing periodic reports to compare budgeted costs to actual costs.
* Using accounting tools wherever necessary
* Handling ledger accounts and keeping the check for any invoices or payments
* Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
* Preparing forms and manuals for accounting and bookkeeping personnel
* Survey operations to ascertain accounting needs
* Recommend, develop, and maintain solutions to financial problems of the business
* Work as Internal&external revenue service agents.
* Taking care of resource utilization, tax strategies underlying budget forecasts and suggest management the solution
* Provide internal and external auditing services
* Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems ,etc.
* Investigate bankruptcies
* Providing support to client in front of taxing authorities during litigation involving financial issues.
* Valuation of company assets and liabilities
* Maintaining and examining the records of government agencies.
* Serve as business valuators
* Preparing the monthly salaries with team work
* Cross Verifying of attendance for all the employees
* Before done any work prior approvals from managers
* **Computer Skills:-**
* Well Versed in Finance and Marketing
* Tally ,Advance Excel, MS – Office
* Windows All Basics User friendly Software’s
* **Personal Skills:-**
* Excellent Communication, Leadership & Analytical skills
* Self-Motivated, Self Confidence, Self Esteem
* Excellent Management Skills.
* Effective Negotiation & Problem-Solving Skills
* Ability to Work in Different Environments
* Familiar how to work in a team
* **Passport Details : -**

Passport Number : V 8213304

Date Of issue : 14-03-2022

Date Of Expire : 13-03-2032

Place Of Issue : Hyderabad

* **Personal Profile:-**

Full Name : Javeed SD

Fathers Name : Moinuddin.

Date of Birth : 20/06/1990

Gender : Male.

Marital Status : Unmarried.

Languages Known : English, Hindi, Urdu, and Telugu.

Nationality : Indian.

Address : H.No:6-140,

Srirangapur Village

Pebbair Mandal,

Wanaparthy-tq

Mahabubnagar-Dist,

Pin code: 509120

Telangana State.

* **Declaration:**

I hereby declare that all the information given above is true to the best of my knowledge, and in the event of my Appointment, I shall discharge my duties and responsibilities to the utmost satisfaction of the management coupled with high degree of morale, honesty, and integrity.

**(Javeed Sd)**