**Full Name : Syed Asim Mohiuddin**

 **Phone : + 919700641251**

 **Email :** **asimsyedasim@gmail.com**

**Syed Asim Mohiuddin Curriculum Vitae**

**Career Objective:**

My objective is to lead a principle centered life, striving for Excellence and for delivering high standards of quality irrespective of the circumstances, while being of support to those who need me.

A self-disciplined team player, a quick learner with a strong command over the English language and excellent oral and written communication skills, continuously seek to upgrade knowledge and skills and keep pace with ever changing technology.

**Work Experience**

**Company name**: **MAQ Global Impex Mar-2017 to sept- 2017**

**Position**: **ADMINSTRATION and ACCOUNTS in charge.**

**Responsibilities :-**

* Directly reporting to the Manager
* By using Invoice Express Software Tools. Recording whole data of customers .
* Resolving issues of credit and debit balance sheet.
* Reviewing and approval of monthly stock inventory report.
* Supervising waybill creation process.
* Creating invoices by using invoice express software tools.
* Operating & Maintaining Systems.
* Installation of pre-approved software and hardware.
* Phone, email, remote and online helps desk support to end users with our existing client base.
* Handling all of interpersonal and official matters of technical and non-technical staff.
* Follow the internal procedures, regulations and quality standards in order to provide high quality technical support standards.
* Documenting financial transactions by entering account information at various levels.
* Recommend financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and analyzing other respective reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

**Education:-**

**Master of Business Administration (MBA) 2014 – 2016**

**Osmania University Hyderabad India.**

**Technical Skills:**

* Microsoft Information Technology Professional.
* Computer Hardware & Networking.
* Diploma in Computer Application (DCA).
* Operating System Windows 8, Win 7, XP, Ultra XP, Vista, Windows server 2000,2003,2008-R2.
* Short hand typing master.

**Computer Skills:**

|  |  |
| --- | --- |
| Microsoft Word41 | Tally |
| Microsoft Excel 2 |  |
| Microsoft Powerpoint3 |  |

**Personal Details:**

* Name : Syed Asim Mohiuddin
* Nationality : Indian
* Languages Known : English, Hindiand Urdu.
* Marital Status : Unmarried.
* Passport No. : M1967457
* Availability : Immediately
* Sex : Male
* Date of Birth : 1st Feb 1992
* Contact : +919700641251

 **(Syed Asim Mohiuddin)**