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| Address:  Plot no 135, Sec No 05, M M Extension, Shree Nagar, Belgaum 590016 | Meermudabbir Dharwad [meerazd1@gmail.com](mailto:anuragmisra4u@gmail.com) | Mobile: +917090135470+918904857478   Date of Birth: 25-06-1990 |
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|  | **Objective** |

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| To contribute substantially towards the functioning & development of my organization accompanied with continuous & extensive learning, which equips me to perform progressively better in years to come. | |
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|  | **Work Experience Summary** |

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| Current Employment | Working as a **Executive** |
| Organization | **Courtyard By Marriott, Chakan Pune** |
| Duration | 17/02/2020 to 07/10/2020 |
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| Previous Employment | Working as a **Finance Associate** |
| Organization | **Fairfield By Marriott, Belagavi** |
| Duration | 19/10/2016 to 15/02/2020 |
| Accounts Payable  Purchase/Stores | * Interfacing Bill from Sun to PS. * Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries. * Reconcile processed work by verifying entries and comparing system reports to balances. * Making Vendor Payments * Handling daily purchase orders. * Daily Purchase Follow Up’s * Vendor Code Creation. * Maintain updated records of purchased products, delivery information and invoices * Monitor stock levels and place orders as needed * Invoicing Daily bills in system as per Purchase order. * Daily Store Issues. * Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders, bills of lading or other records. * Examine incoming shipments to ensure they meet specifications. * Verify receipts and log them according to required procedures. * Ensure that all documents and material received in the warehouse are of satisfactory quality. * Ensure correct accounting of stores * Monthly inventory closing |
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| Previous Employment | Worked as a **“Godown Incharge/Warehouse Incharge**” in **Klene Paks Ltd** |
| Organization | KLENE PAKS LTD |
| Duration | 19/12/2014 to 15/10/16 |
| Responsibility Handled | Logistics: Receive the material from Production line.  Managing stock levels, delivery times and transport cost  Check the Incident and Dispatch the required material to the  customer as per the schedule on time.  Maintaining Godown Stock, Processing orders  Keeping accurate records for Sales and Stock  Maintaining Stock and Sales in Excel Sheet with formula  Develop business by gaining new contracts, analyzing logistical  problems and producing new solutions  Taking Stock Orders As per Client Requirement  Maintaining the quality and quantity of work  Keeping records and preparing reports.  Accounting: Preparing Day to Day Sales and Purchase bill’s Preparing  E-sugam, Inventory Control, Calculation of Purchase and Sales Books |

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| Past Employment | Worked as a **“Assistant Accountant**” in **A H Shaikh Tax Consultant** |
| Organization | Tax Consultant And Auditor |
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| Duration | 10/02/2013 to 28/02/14 |
| Responsibility Handled | Maintain day to day books of Accounts in TallyMaintaining Bank Reconciliation Statement and Reconciliation of Debtors & Creditors. Auditing  Responsible for documentation  Day to day cash & bank transactions  Calculation Of Purchase and Sales Books  Verify Financial statements, Ledgers and Pass books to find out errors and make appropriate |

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|  | **Education** |
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| |  |  | | --- | --- | | Period |  | | 2010 - 2013 | **B com**  M P Mirji College of Commerce Belgaum. | | 2010 | **Intermediate**  Islamiya Pre University College Of Belgaum  (Karnataka Board) | | 2004 – 2005 | **High School**  Sherman English Medium High School Belgaum  (Karnataka Board) | | |

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|  | **Professional Certification** |

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| ADCS: Advance Diploma in Computer Studies.  Tally 7.2 and ERP  M.S. Office V- 2007 to 2010  Microsoft Windows- XP Professional, Windows Vista, Windows 7 & Windows 8.  Knowledge of Internet application, etc |

* Received Employee of the Month Award for Dec 2018
* Was Nominated 3 times for Associate of the month for Handling “PURCHASE, STORE and RECEVING” All Alone.

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|  | **Language Proficiency** |
| * English: Read/Write/Speak * Hindi: Read/Write/Speak | |

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|  | **Communication and Interpersonal Skills** |

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| * Well versed in the use of office productivity applications like MS Word and PowerPoint. * Excellent written and spoken communication skills in English and Hindi. * Good Inter-personal skills. * Avid learning skills. |

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|  | **Personal Information** |

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| * Name : Meermudabbir Dharwad * Sex : Male * Marital Status : Married * Father’s Name : Mr. Abdulrahman * Permanent address : Plot no 135, Sec No 05, M M Extension Shree Nagar Belgaum 590016 |
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| **Passport Details** |

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| * Passport no : L3509696 * Expire Date : 05/08/2023 |

From,

# Meermudabbir A Dharwad

**Plot No 135, Sec No 05**

**M M Extension Shree Nagar**,

**Belgaum.**

Mobile No.:+918904857478

E-mail :meerazd1@gmail.com

DEAR SIR,

With reference to the above, I am pleased to submit my application for the Suitable Post. In this connection, please find enclosed my ‘curriculum vitae’. I am a bachelor in commerce with first class grade from **M P MIRJE COMMERCE COLLEGE,** Belgaum.

Considering **my background, qualification and experience**, I sincerely hope that you will consider my candidature for the suitable post and give me an opportunity to serve your esteemed Institution.

Thanking you

Yours faithfully,

**Meermudabbir Dharwad**