

AMIR ALI

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▼ Objective

To work in an environment of growth & competition to channel my creative energies direction work with dedication and integrity for the betterment of the organization & self.

▼ Experience

August 2021–December 2022

FINANCE • ACCOUNTING CLERK • PHILIPS LIGHTING COMPANY, INDIA

Enter daily transaction entries, handling cash register, handling accounts payable and receivable. Collecting and analyze data prepare various report, communication with suppliers and customer answer their enquiry, inventory creation, accounts management company take care of company payment schedule.

FINANCE • CLERK • M.I MOBILE COMPANY, INDIA

Answering phones, taking messages, handling mail and scheduling appointments. Other everyday duties include collecting information, faxing, scanning, making copies and data entry

▼ Education

MJPR UNIVERSITY, BAREILLY – UTTAR PRADESH

- POST GRADUATED IN COMMERCE. 2018-2021
- GRADUATED IN COMMERCE- 2015-2018
- INTERMEDIATE FROM SHRI GOBIND SINGH IC BAREILLY. 2013-2015

▼ Skills

Tally. Microsoft Excel. Data interpretation. Financial reporting. QuickBooks. Revenue. Cloud-based software. Management. Problem solving.

▼ ACHIEVEMENTS AND CERTIFICATIONS

DOAP (Diploma in office automation & publishing.

Two year training for madras board (central government computer training)

▼ References

Available upon request.