



Sani Dewan

Qatar sanaiya No.24

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Objective

To be a part of progressive which I can contribute my knowledge and skill as well as experience for the advancement of career of my potential abilities work effective with people acquire fulfillment in the field I have chosen.

Experience

- Paradise garage** 28-August 2024 - Continue
Assistant accountant
posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.
- Rabya Suppliers pvt Ltd** 15 September 2021 - 29 May 2023
Assistance of Accountant
Monitoring daily communications and answering any queries.Preparing statutory accounts.Ensuring payments, amounts and records are correct.Working with spreadsheets, sales and purchase ledgers and journals.Recording and filing cash transactions.Invoice processing and filing.Processing expense requests for the accountant to approve.Bank reconciliation.
- Nic Asia Bank Pvt Ltd.** 17 July 2020 - 31 August 2020
CSD(Customer Sevices Department)
To addresses customer inquiries,maintain cheque, handles complaints, and resolves concerns.

Education

- Purbanchal university** 2023
BBA (Bachelor of Business Administration)
2.3
- Birgunj public college** 2016
Higher secondary school
42.70%

Skills

- Diploma in computer Application - Ms word, excell, PowerPoint, Tally
- Positive attitude and strong sense of responsibilities.Dynamic and easy adoptable. Eager to learn and open for further development. Creative and effective teamwork as well as individually.Good oral , written and communication skills.

Interests

- Reading book
- Listening songs

Languages

- Hindi , ,English & Arbi Beginner

Additional Information

I.D No. 29552449821

Expiry Date- 16/08/2025

(I have transferable Visa with Company NOC)

Note :- I can join immediately as company need.