



# RESUME

## MOHAMMAD DANISH AZMI

### SKILLS

- Good Accounting Skills
- Inventory Management
- Organizing and Planning Skills
- Team Management
- Win-Win Professional attitude to Work
- Problem Solving
- Eager to Listen and Learn
- Good grasping ability
- Commercial Operations
- MIS Operations
- MS Excel, Word

### CONTACT

**MOBILE NO.:**

+971 58 88 14647

**ADDRESS:**

Near Al Futtaim Mosque  
Al Naif Street, Al Murar  
Dubai (UAE)

**E-MAIL:**

mohddanishazmi@gmail.com

### DATE OF BIRTH

15<sup>th</sup> August, 1987

### MARITAL STATUS

Married

### PASSPORT NUMBER

R9867384

### LANGUAGES

English, Hindi, Urdu

### EDUCATION

**Gyan Ganga Institute of Technology & Management, Bhopal (MP)**

2008 – 2011

**MBA with Finance****A. Islamia Degree College, Lucknow University (UP)**

2005 – 2008

**B. Com.****De Paul School (CBSE), Vindhyanagar, Singrauli (MP)**

2005 – Intermediate (10+2)

2003 – High School (10<sup>th</sup>)

### CAREER PROFILE

An ambitious and result-driven individual with strong academic credentials with self-motivated, hard-working, consistent with a high degree of flexibility and having good accounting skills.

Looking forward to work in challenging and professional environment this would enhance my skills & strength as an individual with respect to the company's goal and objective.

### WORK EXPERIENCE

**IPad Rehab Mobiles LLC – Accounts & Operations Manager, Dubai (UAE)**

Oct. 2022 – March 2023

- Managed daily accounting operations.
- Maintained Stock Operations.
- Monitored and analyzed accounting data.
- Maintained stock, sales and purchase books entry.
- Maintained Account Receivables & Payables.
- Supervised the daily operations and provide necessary instruction.

**Daily Bazar, FMCG Store – Store & Accounts Manager (Lucknow, UP)**

Dec. 2015 – August 2021

- Managed daily accounting operations.
- Monitored and analyzed accounting data and produce financial reports or statements.
- Maintained stock, sales and purchase books entry.

- Maintained Account Receivables & Payables.
- Ensured timely banking operations.
- Ensured monthly bank reconciliation.
- Reconciled accounts payable and receivable.
- Planned, monitored and maximize retail business.
- Monitored the sales team.
- Maintained strong customer relationships.
- Prepared monthly stock reports, consumption reports & physical verification.
- Supervised the Staff and provide necessary instruction & training.

### **Elegance Engineering Services – Accounts Executive (Lucknow, UP)**

July 2014 – Oct 2015

- Maintained Account Receivables & Payables;
- Taxation: VAT, TDS & sales tax;
- Maintained Stock Operations;
- Presented Financial Analysis, &
- Managed Banking Operations.

### **Benghazi Company L.L.C. – Manager in Finance (Muscat, Oman)**

July 2012 – June 2014

- Monitored & Interpreted Financial Information & Accounts;
- Managed Budgets;
- Maintained Account Receivables & Payables;
- Maintained Employees Salary Account;
- Managed Stock Operations, &
- Supervise staffs.

### **COMPUTER SKILLS**

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- Tally ERP .9
- Good at working with MS Office- Excel, Word, Powerpoint.
- Good typing speed.

### **DECLARATION**

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I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** Dubai

**Date:** / /2023

**MOHAMMAD DANISH AZMI**