

Curriculum Vitae

Muzammil Alam Husain:

Career Objective:

Seeking new Challenges in SAP & Peachtree in Fundamental, Operating System

Dos & Windows Xp / Window vista Html, Which Effectively Utilizes My Professional Experience

Looking To Join a Progressive Organization That Has the Need for Accounting with Tally & Peachtree

Offers Opportunities for Advancement.....

Work Experience:

Sys Computer Center

Dhampur (Bijnor) India

From 2005 to 2008

&

Sara Medical Supplies Factory

Saudi Arabia Riyadh

From 2008 to 2014 Working As a

Accountant & Ware House Supervisor

Job Responsibilities in Sara medical supplies factory

Soft wear Peachtree

- **Managing Cash & Bank Activities**
- **Handling Cash inflow & outflow**
- **Preparation of trading & PL Account, Balance Sheet**
- **Preparation of Filling & Document's**

- Preparation of Monthly & Weekly Report's
- Preparation of Customer Statement
- Preparation of Sales & Collection Report's
- Preparation of Every Day General Journal Entry's
- Preparation of Account Payable
- Preparation of Account Receivable
- Preparation of Financial in to Income Statement
- Preparation of Every Day Manage Petty Cash
- Preparation of Sales Invoice
- Preparation of Yearly Inventory
- Preparation of Yearly Auditing
- Preparation of Account Reconciliation

& now working in

Abyat Megastore Company:

Saudi Arabia Riyadh

2015 To 201 Working as a

Workshop Logistics Officer Delivery & Warehouse controller

After Sales Department Door & window and Kitchen
Riyadh Branch

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Job responsibility in Abyat Company:

SAP system complete knowledge how to use all transaction

MB1B - Transfer Posting

LT22 - Display transfer order / store type

MIGO - Good Movement

LT06 - Create TO for article document

VA43 - Display contract

VA42 - Change contract

VL03N - Display Outbound Delivery

ZSDRT1002_NEW

VL06F - General delivery list - outbound delivery

- **MIGO - GI Process for Consumable item (Good Issue)**
- **MB1B - Do the GR for all Aluminum order's (Received From Kuwait) Normal to Special**
- **Send SIC to Kuwait for PO**
- **Follow up the shipping Status**
- **Check the available of articles**
- **Update the excel sheet for articles stock details**
- **GR Processing**
- **Preparation every day stock available**
- **Every day arrange all goods**
- **Aluminum Received & check Scratches & then Delivered from site**
- **Glass Received from the company check the size & pcs and delivered**
- **Following delivery with team**
- **Move goods from warehouse create delivery same time**
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Computer Skill Set:

OPERATING SYSTEM: MS - Dos Win XP & Win 2K

Desktop Packages:

MS - Office 2000

MS - Word 2000

MS - Excel 2000

MS - Power Point 2000

Knowledge of internet, Email, etc.

Education:**DIPLOMA IN ACCOUNTING****2003 - 2005****M. Q. Inter College Seohara (Bijnor) India,****Diploma : Accounting with Tally****Elective : Accounting with Tally****: Accounting with Peachtree + SAP for Access****Higher Secondary College 2002 - 2003****Personal Information:****Address in India : Usman Nagar Seohara Bijnor****Date of Birth : 20 / 02 / 1984****Gender : Male****Marital Status : married****Nationality : Indian****Language Know : English, Arabic, & Hindi****Contact Number : +966 507969325****Declaration:****The detail furnished above are true and correct to the best of my knowledge,****Sincerely,****Muzammil Alam Husain**

