



# Javid Ahmad Dar

## Career Objective

“To pursue a rewarding career in an organization that offers a challenging and stimulating work environment, where I could use my knowledge, creativity and skills for achieving organizational and personal goals”.

## Work-Experience and Roles and responsibilities

- Working as Senior accountant executive in Sunlife Financial services from Nov 2014 till date
- Post and process journal entries to ensure that all business transactions are recorded.
- Payment of various bills and issuing cheques and Voucher entry and Filing.
- Maintaining the Petty Cash and Reviewing all daily bank entries.
- Handle accounts payable and accounts receivable.
- Bank reconciliation on monthly basis.
- Examining bank statements and reconciling them with general ledger entries

## Other Key Skills

.SAP Fico Skills in accounts payable and accounts receivable, Bank reconciliation, Cash management

Basic knowledge of MS excel and Powerpoint

## Academic Record

- **M.com** (Finance and accounts) from Lovely professional University, Punjab in 2013.
- **B.com** form Kashmir university in 2010

## Contact

### Information:

#### Address: -

Awantipora pulwama  
Srinagar Kashmir  
Pin – 192122  
Mob. +91-8492053493

### E-Mail:

[javiddar.dar@gmail.com](mailto:javiddar.dar@gmail.com)

## Personal Details

**DOB:** 1<sup>st</sup>Dec 1988

**S/O :** Mr. AB . Rashid

**Gender:** Male

**Nationality:** Indian

**Marital Status:** Married

### Linguistic Proficiency:

English  
Urdu  
Hindi  
Kashmiri

### Interests and Hobbies:

Internet  
Mountaineering  
Watching Movies  
Playing volley ball  
Singing.  
Cooking.

### **Computer skills**

Operating Systems: Windows-XP, Windows-10

Software: Microsoft Office, Internet Applications, Photoshop etc.

One Year diploma in Computer

### **Skills profile**

- Good analytical skills.
- Ability to coordinate and communicate.
- Positive approach & Ability to multitask.

### **Achievements**

- Acknowledged as best team player and Biggest contributor.
- Organized various cultural programmes and Awarded as GEM.

### **Strengths**

- Team player.
- Believing in people who work with me.
- Honesty.
- Optimistic.
- Goal oriented.
- Adaptable to new technologies and Places faster.

### **Declaration**

I confirm that the information provided by me is true to the best of my knowledge and belief.

Date :

Javid Ahmad Dar