

CURRICULUM VITAE

PERMANENT ADDRESS

MANUAR ALAM

“ASHIANA”

NEWKHAJOUR BANNA

PATHER KI MASJID

PATNA: - 800006

BIHAR, INDIA

Contact No: +91-9835087102

Email: manuar.alam@yahoo.co.in

POST APPLIED FOR: - “ACCOUNTS EXECUTIVE”

OBJECTIVE:-

An energetic, aggressive, aspirant looking for an entry level position to make his own identity in the world by constant learning and experiencing all that comes across in day to day life, by giving his utmost efforts.

ABOUT MY SELF: -

A responsible individual with an exceptional strong background in accounting service and analytical skill proven ability to solve problems and meet challenging goals.

EDUCATIONAL QUALIFICATION: -

| EXAM PASSED | BOARD/UNIVERSITY | YEAR OF PASSING | SUBJECT |
|---------------|---|-----------------|--------------|
| B.COM(HONORS) | MAGADH UNIVERSITY (BODH GAYA, INDIA) | 1991 | ACCOUNT |
| I.COM | BIHAR INTERMEDIATE EDUCTAION COUNCIL (PATNA, BIHAR) | 1986 | COMMERCE |
| MATRICULATION | BIHAR SCHOOL EXAMINATION BOARD (PATNA, BIHAR) | 1983 | ALL SUBJECTS |
| C.C.C.F.A | SIX MONTH CERTIFICATE COURSE IN FINANCIAL ACCOUNTING | | |

COMPUTER SKILLS:

1. Knowledge of SAP (Approx. 11 years)
2. Knowledge about Tally 4.5, 7.2 & 9
3. Computer Basic knowledge like MS word, Excel & Power Point.

PROFESSIONAL PARTICULARS:

TOTAL EXPERIENCE: 21 Years 9 months

GULF EXPERIENCE: 11 Years 9 months

1. Since 26/08/2010 to 05/11/2021 : 11 Years 2 months experience in AL-TURKI ENTERPRISE (Muscat, Oman) as an accountant.
2. Since 01/08/2008 to 13/02/2009 : 7 months experience in AL-YAMAHA CO. sit Meena Port DAMMAM, K.S.A as an accountant.

INDIAN EXPERIENCE: 12 YEARS

1. Since 10/07/2006 to 30/06/2008 : 2 Years' experience in ELMATICS ENGINEERS PRIVATE LIMITED Site H.P.C.L Mahul Gaon, Chembur, Mumbai as an accountant.
2. Since 12/04/2004 to 15/06/2006 : 2 years 2 months experience in LARSEN & TOUBRO LIMITED Tata Iron Steel Company, Jamshedpur as an accountant.
3. Since 18/08/2001 to 1/16/2003 : 1 year 10 months experience in AMAR CONSTRUCTION CO. PVT. LTD H.P.C.L Hazira, Surat, Gujarat as an accountant.
4. Since 24/10/1997 to 18/06/2001 : 3 Years 8 months experience in FABCO CONSTRUCTION CO. LTD Site Durgapur Steel Plant, West Bengal as an "Assistant -Accountant".
5. 3 year as "Articled Clerk" for Saba Mahmood (FCA) Saba & Equbal Patna Bihar, since 21/02/1994 to 20/02/1997. The Institute of Chartered Accountant of India Registration No- KK 028256

JOB'S RESPONSIBILITIES:

ACCOUNTING

1. Preparation of Weekly Cash & Credit Outstanding.
2. Writing of Cash Book.
3. Ledger Posting
4. Journals Entry

5. Inventory Account
6. Preparation of Bank Reconciliation Statement
7. Schedule of Fixed Assets
8. Schedule of Debtors
9. Schedule of Creditors
10. Closing Stock Statement
11. Closing Cash Balance
12. Schedule of Depreciation.
13. Preparation of Trial Balance
14. Profit & Loss account
15. Balance Sheet

PASSPORT DETAILS:-

PASSPORT NO. : N0405972
DATE OF ISSUE : 24/01/2016
DATE OF EXPIRY : 23/01/2026
PLACE OF ISSUE : MUSCAT

PERSONAL PROFILE: -

Name : MANUAR ALAM
Father's Name : Late MAHBOOB ALAM
Date of Birth : 01/03/1968
Sex : Male
Place of Birth : Patna
Nationality : Indian
Religion : Islam
Marital Status : Married
Language Known : English, Hindi, Urdu and Arabic
Educational Qualification : B.Com (Honors)

If you are looking for Accountant, please give me opportunity to serve in your office. I assure to satisfy you with my own work, if chance is given to serve in your concerns.

Declaration:

I do hereby declare that all the information s mentioned above is true and correct to the best of my knowledge and belief.

Thanking you,

Previous Passport cancelled and
returned, visas remain valid.

निर्देशिका / OBSERVATION

विशेष सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

LATE MAHBOOB ALAM

माता का नाम / Name of Mother

QUMRUN NISHA

पति या पत्नी का नाम / Name of Spouse

NOORI KHATOON

पता / Address

ASHIANA NEW KHAJURBANNA

PATHER MASJID MAHENDRU

SULTANGANJ PATNA BIHAR 800006

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

F7559135

29/05/2006

PATNA

फाइल नं. / File No.

OMNMP0390616

OLD PPT CLD AND RETURNED

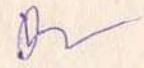
Bihar School Examination Board



No.C
(English version of the
Original Certificate No. C....28
Issued in Hindi)

This is to certify that Manuar Alam,
who is the son / daughter of Sri Mahboob Alam
First March Sixty eight
and whose date of birth is (01-03-68) Passed the Secondary School Examination
held in the month of March 1983 from Lalganj, G.A. High
School under Roll Code 5302 No 404 and was placed in
the Second Division. His fifth subject was EC in which he was declared
passed / failed. On the basis of productive work for Social use and Community services, the
grade awarded to him by the School is A.

PATNA, Dated 13-11-1982


ASST Secretary



BIEC/E/ 51330

Srl: 00051108

BIHAR INTERMEDIATE EDUCATION COUNCIL



स्वाध्यायान्मा प्रमदः

PATNA

Certified that MANUAR ALAM
Son / Daughter of MAIBOOB ALAM
of College K.S. COLLEGE, LAHERIASARAI, DARBHANGA
appeared as REGULAR has duly Passed the Annual
Intermediate Examination in 1986 of COMMERCE held in the month of April
1986 and was placed in the Second division.

Subjects Offered.

- | | |
|--|---|
| 1. R.B. NON HINDI / M.B. URDU | 5. MONEY & BANKING / COM. ARITHMETICS & ELEMENTARY STATISTICS |
| 2. ENGLISH | 6. XXX XXX / (Additional) |
| 3. BOOK KEEPING & ACCOUNTANCY / | 7. XXX XXX / (Vocational) |
| 4. BUSINESS METHODS & OFFICE ORG. | |
| 4. COM. CORRES SALESMAN & MKT REP / ELEMENTARY ECONOMICS | |

Dated, Patna 09/05/2008

Anoop Kumar
Secretary

Registration No. 9363/87/07

2502

University Roll No. Pat. 71586

Magadh University



This is to Certify that Mamuar Alam of
Commerce college, Patna who
passed the examination for the Three-Year Bachelor of Commerce Degree
(Honours Course) held in the month of Dec. 1991 and was placed in the first
class with Honours in Accounts was admitted this day to the degree.

Subjects of Examination :-

1. Accounts
2. Economics
3. Money & Banking
4. Eco. Development of India
5. Business Organisation & Accountancy
7. M. Law

English version of original
Degree already granted in
Hindi.

Ramani R
24.6.8

Controller of Examinations
MAGADH UNIVERSITY, BODH-GAYA

MAGADH UNIVERSITY, BODH-GAYA

Date 16 March, 1993

Sd. Birendra Nath Pandey
Vice-Chancellor

1657

MAGADH UNIVERSITY, BODH-GAYA

Magadh University Office

(Examination Department)

Dated 17/06/.....2008

The Following are the Marks obtained by...*M. RAMAN*...*Al/RM*..... Roll. No. *71586* Regd. No. *9363/8707* at the ~~B. A./B. Sc./B. Com. Hons. 1992. Examination Al. Com. A. f. (subject)~~ under three year degree course held in the month of *Dec.*.....1991.....

| Full Marks | One year Honourse Course | | | | | Two year Pass Course | | | Theory | Practical | Total | Aggregate | REMARKS | | |
|---------------------------------|--------------------------|----------|-----------|----------|---------|----------------------|----------|-----------|--------|-----------|-------|-----------|---------------------|---------------------|--|
| | Paper I | Paper II | Paper III | Paper IV | Paper V | Paper I | Paper II | Paper III | | | | | 1st class—480 Marks | 2nd class—360 Marks | |
| 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 500 | 300 | 800 | | | | |
| Marks obtained by the candidate | 58 | 63 | 50 | 87 | 63 | 58 | 41 | 50 | | | | 480 | | First class. | |

Rs. 40/-

M. Singh
Assistant-In-charge
17/06/08.

P. P. P. P. P.
S.O. *17-06-08*

Tabulator

Ramani K. S. P.
Controller of Examinations

Four hundred Eighty only.



The Institute of Chartered Accountants of India
(Decentralised Section)

Post Box No. 314 16/77, Civil Lines, Kanpur-208 001
Telephones : 368642/317359/317667
Telegrams : 'CIRCA' Kanpur
Telex : 325-307 CIRC-IN
Telefax : 311048

No : C/FF/M95/3984

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA, NEW DELHI
BOARD OF STUDIES

Certificate granted under Rule 18 of the
Board of Studies Rules

8 FEB 1995

INTERMEDIATE

This is to certify that MR. MANUAR ALAM
who has commenced his Articled training on 21/02/94 and
enrolled with the Board of Studies for undergoing a course
of Postal tuition for the Intermediate Examination of the
Institute has completed the course to my satisfaction. His
enrolment number is KK028256.

The certificate is issued for First Group.

Date : 02/02/95

James
for Director of Studies

This certificate is valid from the date of its issue till
its cancellation, subject to other applicable provisions
of the Chartered Accountants Regulations, 1988.

MR. MANUAR ALAM (KK028256)
ASHIANA NEW KHAJOUR BANNA
PATHER KI MASJID
PATNA 800006

CENTRAL OFFICE :

Post Box No. 7100, Indraprastha Marg, New Delhi-110 002
Telephones 3312055, 3318557. Telegrams CICA New Delhi
Telex No. 31-62236 CICA IN



The Institute of Chartered Accountants of India
(Decentralised Section)

Post Box No. 314, 16/77, CICA
Telephones : 368
Telegram : CICA
Telex : 032
Telefax : 051

13 FEB 1998

13 FEB 1998

ARTICLES SECTION

Student Regn.No : KK028256

Mr. SABA MAHAMOOD FCA
SABA & EQUERBAL
SAHAY BHAWAN 1ST FLOOR
BEHIND RAJASTHAN HOTEL FRASER ROAD
PATNA - 800001

Dear Sir,

Refer your certificate/letter dated 28/11/97.

Entries regarding Completion of articles - service
of Mr. MANUAR ALAM (Regn No. KK028256) with
effect from 20/02/97 have been duly noted in the records
maintained by this office.

Yours faithfully

S. K. Chatterjee
(Dr. S. K. CHATTERJEE)
Joint Director of Studies-cum-Sr. Dy. Secretary

Copy To :

Mr. MANUAR ALAM
ASHIANA NEW KHAJOUR BANNA
PATHER MI MASJID
PATNA - 800006

CENTRAL OFFICE :

Post Box No. 7100, Indraprastha Marg, New Delhi-110 002
Telephones : 3312055, 3318557 • Telegram : CICA, New Delhi
Telex No. : 31-62236 CICA IN • Fax : 011-3721334

Experience Letter/TS

Date: 02.11.2021

ATE/111788/CP-BLK-SOH-Muladha/TS

To whomsoever it May Concern

This is to certify that **Mr. Alam Manuar**, holder of **Indian Passport No: N0405972** was working with **Al Turki Enterprises LLC** from the period of **26th August 2010 to 5th November 2021** in our **Cement Products Division**. He joined as an **Accountant** and the last designation he held was **Accounts Executive - Accounts Receivable**.

We wish him all the best in his future endeavors.

Al Turki Enterprises LLC

Operations Head



Specialised in :

Electrical & Instrumentation
Installation & Commissioning

ELMATICS

Engineers Private Limited

C-6/5/3-2, Sector - 3, CBD Belapur, Navi Mumbai-400 614.

Tel. No.: 2756 2484 / 2756 2485 Fax : 022-2757 2566

Date : 30/06/2008

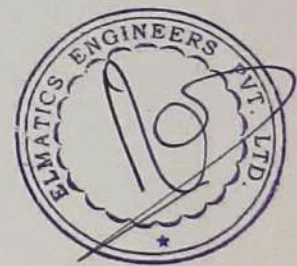
TO WHOM IT MAY CONCERN

This is to certify that **Manuar Alam S/o. Late Mahboob Alam** has been employed by this company at the site of **H.P.C.L, Mahul Gaon, Chembur, Muumbai** from 10th July 2006 to 30th June 2008 as an **Accountant**.

We found him very sincere, obedient, honest and hard working employee.

He is able to work independently. We recommend his experience.

This certificate is issued to him upon his request. We wish him all the success in his future endeavors.



Please Address to ● **Project Office** ● 30, Vani CHS, Sector - 6, C.B.D., Navi Mumbai 400614.



LARSEN & TOUBRO LIMITED

ECC DIVISION (ENGINEERING CONSTRUCTION & CONTRACTS)

Mumbai Regional Office : Landmark "A", 2nd & 3rd Floor, Suren Road, Off. Andheri-Kurla Road, Chakala, Andheri East), Mumbai-400 093.
Tel.: 6965200 Fax : 022-696 5345.

Ref. No. : L&T/ A / 196 / 06

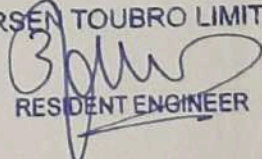
DATE : 15/06/2006

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Manuar Alam** has worked in our organization S/o Late Mahboob Alam as an "**ACCOUNTANT**" Site Tata Iron & Steel Company, Jamshedpur from 12th April 2004 to 15th June 2006.

During the period of his service with us we found him to be very honest, sincere, obedient and hard working employee. He as regular in attendance and performed his duties to the at most satisfaction of his superiors. To the best of our knowledge he bears a good moral character.

We wish **Mr. MANUAR ALAM** very success in his future life.

LARSEN TOUBRO LIMITED

RESIDENT ENGINEER

Headquarters : Mount Poonamalles Road, Manapakkam, P.B. No. 979, Chennai - 600 089. Tel.: +044-249 2747 / 249 3318
Fax : +044-249 3317 E-mail : ltco@intecc.com Website : ww.inteccc.com
Regd. Office : L & T House, Ballard Estate, P.O. Box 278, Mumbai-400 001. Tel.: 261 8181 / 82 Fax : 022-262 0223.
Website : www.larsentoubro.com



AMAR CONSTRUCTION CO. PVT. LTD

MECHANICAL & CIVIL ENGINEERING

Pipe Welding , Erection, Instrumentation, Aluminium-Fabrication, Insulator, Auto Electrician, Heavy & Light Mechanical Transporting, (Shovel, Dumper, Excavator, Fork Lift, Mobile & Over Head Crane Etc.) Painting Sand Bluster/ Spray Painting, R C C Fitter, Shuttering, & Carpentry

Site:

NATIONAL FERTILIZER LTD.
Mangal Unit Naya Mangal,
Dist. Ropar, Punjab-140126
Phone: 20060. 20505

Site:

Durgapur Steel Plant
(West Bengal)
Zural Chemical Ltd.
GOA

Ref. No. : ACP/269 /03

Date : 01.11.2003

TO WHOMSOEVER IT MAY CONCERN

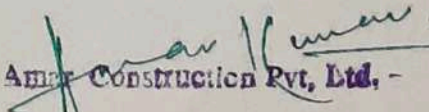
This is to certify that **MANUAR ALAM** had worked with us as an "ACCOUNTANT" from 18th August 2001 to 01st November 2003 at our site Durgapur Steel Plant, West Bengal.

During the said period of his service we always found him regular, sincere and hard working in the duties entrusted to him.

He bears a good moral character and excellent understanding.

This certificate is being issued his own request. No objection if he joins in India and abroad.

We wish him all the success in his coming future.


Amar Construction Pvt, Ltd, -



FABCO CONSTRUCTION CO. LTD.

ENGINEERING & CONTRACTORS

**CIVIL : PLUMBING, R.C.C, SHUTTERING CARPENTER, RIGGER, SPRAY PAINTING &
ELECTRICAL ENGINEERING : INSTRUMENTATION, PIPING, GRILL WELDING,
ERECTION, SAND & SHOT BLASTING, MECHANICAL**

REF: FCCLADM/923/01

DATE: 18.06.2001

TO WHOM SO EVER IT MAY CONCERN

THIS IS TO CERTIFY THAT **MR. MANUAR ALAM** HAS BEEN EMPLOYED BY THIS COMPANY AT THE SITE OF **H.P.C.L HAZIRA, SURAT, GUJRAT** AS AN **"ASSISTANT ACCOUNTANT"** WITH EFFECT FROM 20-10-1997 TO 18-06-2001.

DURING THE SERVICE WE FOUND HIM HONEST, SINCERE AND SOBER PERSON. HE DOES JOB INDEPENDENTLY AND HE IS SUFFICIENT KNOWLEDGE IN HIS FIELD. HE LEFT THE JOB FOR BETTER PROSPECT.

WE WISH HIM ALL THE SUCCESS IN HIS FUTURE CAREER.

FOR FABCO CONST. PVT. LTD.

INCHARGE