****

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anisa**

**Anisa.227027@2freemail.com** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Professional Summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Accountant with more than 10 years of experience. Planning, developing and

seeking a challenging career that encourages continious learning creativity, exposure to new ideas, stimulation of personal and professional growth.Easy going by nature and able to get along with both work colleagues and directors.

**Core Qualification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Proficiency in Accounting

Audit & Financial Statements

Account Payable / Receivable

Good all round Financial Accounting Knowledge.

Experience in using Tally ERP .

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**03/2013 Till date working in Bajrang Impex FZC Sharjah, UAE as Accountant**

**06/1995 – 07/2012 Exp – 1 Roop Rasayan Industries Pvt Ltd, Mumbai, Maharashtra, India.**

**Accountant**

Preparation of Computerized Accounts upto Finalisation.

Preparing and submitting Monthly Statements to Bank related to stock, Debtors etc.

Other Daily functioning such as

* Preparing Sales Invoices
* Updating Purchase Register
* Updating Cash and Bank Accounts
* Monitoring Customers Outstanding and co-ordinating with Bills Collector
* Updating Inventory Register
* Bank Reconcilation& Handling Petty Cash
* All type of Bill Booking, Account Payable-Making payment Accordingly Credit Period Limit, Day to Day Bank Transaction.
* Deduction of TDS and preparing Quarterly returns & making online payment.
* Preparing of Service Tax statement for Return & making online payment.
* Preparation of Monthly Vat Statement & making online payment.

**12/1990 – 05/1995 Exp-2 G. G. CHABBRIA & CO (C.A) , Mumbai, Maharashtra, India. (Part Time)**

 **Accountant Assistant**

Detailed accounting of Clients, auditing, taxation, Preparing of Income Tax Scrutiny, Preparing

Balance Sheet upto finalization with C.A Guidelines.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Academic Qualification (Graduate Course)**

|  |  |  |
| --- | --- | --- |
| **Examination** | **University / Board** | **Institution** |
| S.S.C | Maharashtra State Board | St. Charles’ High School |
|  |  |  |
| H.S.C | Maharashtra State Board | Rizvi College of Art, Commerce and Science |
|  |  |  |
| B-com | University Of Mumbai | Rizvi College of Art, Commerce and Science  |
|  |  |  |
|  |  |  |

1. **Other Qualification.**

|  |  |  |
| --- | --- | --- |
| **Diploma** |  | **Institute Conducting The Examination** |
| Diploma in Computer Application  |  | Neutronic Computer Institute (Mumbai) |
| Diploma in Advance Programming |  | Neutronic Computer Institute (Mumbai) |
| Application in Computer Windows Application |  | Neutronic Computer Institute (Mumbai) |

1. **Computer Proficiency**
2. Accounting Package : Working Knowledge in Tally 9 ERP,
3. Office Applications : Windows 97,98,2000 , Internet, MS Outlook Express, Ms Office, Word, Excel

|  |
| --- |
|  |
|  |
|  |
|  |