ASIF

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**Post Applying for Job in Accounts/ Finance**

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| **CAREER OBJECTIVE** |

* To build a career in an esteemed organization holding a responsible position which would enhance my skills to work in a competitive environment and implement my creative idea for the organization growth and well as individual developments.

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| **EDUCATIONAL QUALIFICATION** |

* **Bachelorof Commerce (B.Com)** fromSwami RamanandTeerthMarathwada University, Nanded, Maharashtra, India. ( June2008– July 2011).

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| **EXPERIENCE**  |

* Worked as an**Audit Assistant** with Chartered Accountant /Auditorin Nanded, MS. India. (Aug 2013- Aug 2015)

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| **ROLE & RESPONSIBILITY** |

➢Assisting in Internalaudit of business organizations.

➢ Checking Subsidy of purchase/Sale register with purchase/sales invoices of ltd. Co.

➢ Vouching of Purchase invoice, Sales invoice & Cash expense vouchers

➢Assisting in Tax Audit of small and medium sized firms

➢ Prepare audit paperwork in accordance with standards and requirements

➢Assisting senior accountant in routine accounting procedures

➢Assisting in finalization of accounts.

➢Data entry in Tally accounting software of various business organizations

➢Working with spreadsheets, sales and purchase ledgers and journals

➢ Maintaining and updating multiple accounts of different Business firms

➢Reconciliation of Bank statements

➢ Maintaining Accuracy & excellence in order to meet agreed SLA

➢ Develop and maintain the clients and business partner’s databases

➢ Establish working relationships with company's staff, business partners and clients

➢Hardwoking Trustworthy, proactive and can work under pressure

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| **COMPUTER SKILLS** |

* Tally 7.2 & ERP9
* Peachtree, QuickBooks Focus&Taxbase
* MS Excel, MS Word &MS PowerPoint
* Typing Speed 30 Words per Minutes

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| **STRENGTHS**  |

* Excellent communicator, fast learner with positive attitude.
* Remains calm and focused under pressure and works well within strict deadlines with commitment to quality.
* Ability to work individually as well as in team.
* Flexible working / Multi-tasking.
* Organized with excellent time management, prioritization and planning.
* Excellent interpersonal skills, interacts effectively with people at all levels.
* Logical and analytical skills, a lateral thinker with a systematic approach towards problem solving.

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| **DECLARATION** |

I hereby declare that the above mentioned information is true to the best of my knowledge and I bear the responsibility for the trustiness of the above- mentioned

Particulars.