[Shams.270817@2freemail.com](mailto:Shams.270817@2freemail.com)

|  |  |
| --- | --- |
| |  | | --- | | **CAREER OBEJECTIVE:** | |

To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time.

I want to be creative learning and contributing towards the success of company.

|  |
| --- |
| **CAREER SUMMARY:** |

A dynamic sincere professional with unmatchable accounts skill having 4 years experience in accounts field

* Excellent Financial Accounting Knowledge.
* Excellent Knowledge of Accounts Payable & Receivable Processes’ and Procedures.

|  |
| --- |
| * **PROFESSIONAL QUALIFICATION** |

1. **Certified Professional Computer Accountant Course (CPCA)** from **National Institute of Finance&** **Accounts (NIFA) West Bengal, Kolkata**

**C0URCE COVERED:-**

MS. Excel. MS. Word. MS. PowerPoint. Tally 9.0, Internet, Bank Reconciliation, VAT, TDS,TCS,

Excise Duty, Service Tax, Company Law, Income Tax,

1. Successfully completed one year Diploma Industrial Safety and Fire Management Engineering Courses From “Advance Technical Institute” Jamshedpur – Jharkhand.

|  |
| --- |
| **Computer Knowledge:** |

MS.Excel. MS. Word. MS. PowerPoint

Tally .9.0, 7.2, (ERP Version)

Internet.

|  |
| --- |
| * **Educational Qualification:** |

**2007- 2010 B.COM (HONS)** **S.M.R.C.K. College, (Samastipur- Bihar)**

**Mithla University,(Darbhanga, Bihar)**

Completed Bachelor of Commerce **(Hons**). Main subject are covered as **Accountancy Honours** with other commerce subjects as per **L.N.M.U.**

**2007 10+2** **B.R.B. College (Samastipur)**

**B.S.E.Board (Patna, Bihar)**

Completed Higher Secondary in Commerce. Main subjects covered are English, Hindi, Accountancy and other Commerce subject as per B.S.E B.

**2005 MATRICULATION**  **B.S.E. Board (Patna, Bihar)**

|  |
| --- |
| **EMPLOYMENT HISTORY** |

**May-2014 Till Date Green House Technical Services LLC (Muscat- Oman)**

Working in the Accounts department as an Accountant. Tally entry of All Transaction of Company. BRS of Bank Statement of HO & Branch. Audit business reports of Branches, Daily wise Accounting report, little bit knowledge about Income Tax Forms & Certificates and prepare Profit & Loss and Balance sheet.

|  |
| --- |
| **KEY RESPONSIBILITIES HANDLE :** |

**1. Green House Technical Services(Oman- Muscat) Till Date**

* Maintain all Accounting Voucher Entry
* Entry Posting of Purchase, Sale, Payment, receipt Collection & Journal Voucher
* Maintain Day to Day Books of Account in Tally
* Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors
* Maintain Journal Entry Sale, Purchase
* Maintain Petty Cash Book &Internal Audit :Store & Accounts Book
* Maintain Day to Day Accounts & Reporting Managing Director
* Verification of Bills & Reconciliation of Total Turnover
* Bank Debtors & Creditors Reconciliation
* Maintain Cash transaction & Preparing Cash
* Day to day Cash & Bank Transaction
* Preparing Outstanding List of Debtor &making Payment Follow-UP
* Reconciliation of Bank Statement at the end of Month
* Maintain Balance Sheet & Profit & Loss.
* Presenting the Reports to the Higher Authorities.
* Prepare Salary & Invoice & Party Follow-up

|  |
| --- |
| **KEY RESPONSIBILITIES HANDLE:** |

1. **Precision Tools and Engineers** **Pvt. Ltd**  **.**

**Kolkata- West Bengal (2 Years Work Done)**

“Accountant” Maintained the accounts like voucher entries (Purchase, sale, Cash, Bank, Stock Ledger, Journal,, Bank Reconciliation Statement, Cash Book, Petty Cash, Prepare P/L & Balance Sheet, Day to Day Accounts Maintain, Accounts Receivable, Accounts payable, Contra, Journal, Purchase Order, Sale Order, Credit Note, Debit Note, Delivery Note, Receipt Note, etc)Party Follow up, Prepare Salary and Invoice, Cost Centre & Cost Category, inventory stock maintain, debtors analysis of reminder of party wise outstanding on regular basis.

|  |
| --- |
| * **PERSONAL DETAILS:** |

**DOB**  - 02-Dec-1990

**Country of Birth** - India

**Nationality**  - Indian

**Religion**  - Muslim

**Marital Status** - Unmarried

|  |
| --- |
| * **LANGUAGES KNOWN** |

**English**  - Read, Write and Speak

**Hindi**  - Read, Write and Speak

**Urdu**  - Read, Write and Speak