**HADAYAT**



Email: [hadayat.277228@2freemail.com](mailto:hadayat.277228@2freemail.com)

Mobile: C/o 0504973598

Post Applied for : Accountant

Date of Birth : 15-02-1989

*Total Job Experience* : *5 years*

# *WORK EXPERIENCE*

**M/S Kalyani Infotech**

*Designation:* Accounts Executive

*Work Duration:* From September 2014 to Till present

*Job Description:* Passing accounting entries like Rent Bill, Maintenance Bill, Receipt, Payment, Journal, Tax (TDS, Service), Salaries, Wages, Provision, Making cheques, bank reconciliation, Preparing Balance Sheet.

**M/S IMTIYAZ & CO.**

*Designation:* Account Assistant

*Work Duration:* From April 2011 to August 2014.

*Job Description:* Passing accounting entries like Sales, Purchase, Receipt, Payment, Journal, Tax (VAT,CST), Salaries, Wages, Provision, Making cheques, bank reconciliation, Preparing Balance Sheet.

# *CAREER OBJECTIVE*

Looking for a good position in the financial department of an esteemed organization wherein I can secure my career by establishing a long term relationship and I can perform & deliver my

best for the benefit of my company as well as my career.

***QUALIFICATION DETAILS***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Institute’s Name** | **Year** | **Division/ Class** |
| M.COM | B.R.A.B.U,Muz. | DDE, B.R.A.B.U,Muz. | 2013 | First Class |
| B.COM(H) | B.R.A.B.U,Muz. | Dr. J M College Muz. | 2011 | First Class |
| 12th | BSEB,Patna | Vanijya Inter College,Muz. | 2008 | Second Division |
| 10th | CBSE,Delhi | ST.XAVIER’S JR/SR SCHOOL,Muz | 2005 | Second Division |

***COMPUTER PROFICIENCY***

*MS OFFICE:* Ms Excel, Ms Word &Ms PowerPoint

*TALLY:* 7.2 & 9.0

*INTERNET:* E-mail & Browsing

COMPUTER Diploma in Computer Application

***PROFESSIONAL STRENGTHS***

* A Bachelor of Commerce (B.Com – Accounts Honours) Ability to work in ERP/Tally & any software environment.
* A Pro-active, Disciplined, Self-motivated, Dedicated & Adaptable mind professional with core competency and with the ability to perform well under pressure & having a team work enthusiasm with passion to learn new things.
* Possess good English communication & written skills as well as letter drafting skills.
* Having in-depth & strong knowledge of accounting up to Finalization as well knowledge Internal Audit & Check.
* Very good Knowledge in Accounts Payable, Receivable & Fixed Assets.
* Having a very good expertise in Bank Reconciliation & General Ledgers (GLs) Reconciliations.
* Having a good exposure in the preparation of Cash Flow & Fund Flow Statement, Ratio Analysis & other Financial Statements
* Having a strong Analysis view and sound knowledge of MIS Report generation.
* Excellent in “Microsoft Excel” with expertise in the advance tools & functions of Ms Excel like PIVOT TABLE, SUBTOTAL, IF, SUMIF, MACRO etc.
* Ability to perform any task as and when required by the management.

## Job Duties and Tasks for: "Accountant"

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements..
* Report to management regarding the finances of establishment.
* Establish tables of accounts, and assign entries to proper accounts.
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems..
* Work as Internal Revenue Service agents.
* Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
* Provide internal and external auditing services for businesses and individuals.
* Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems, and long-range tax and estate plans.
* Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.
* Represent clients before taxing authorities and provide support during litigation involving financial issues.
* Appraise, evaluate, and inventory real property and equipment, recording information such as the property's description, value, and location.
* Maintain and examine the records of government agencies.
* Serve as bankruptcy trustees and business valuators.

## Typical work activities

Depending on the sector, the role may also include many of the following:

* using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
* devising and maintaining office systems;
* booking rooms and conference facilities;
* using content management systems to maintain and update websites and internal databases;
* attending meetings, taking minutes and keeping notes;
* managing and maintaining budgets, as well as invoicing;
* liaising with staff in other departments and with external contacts;
* ordering and maintaining stationery and equipment;
* sorting and distributing incoming post and organizing and sending outgoing post;
* liaising with colleagues and external contacts to book travel and accommodation;
* organizing and storing paperwork, documents and computer-based information;
* Photocopying and printing various documents, sometimes on behalf of other colleagues. Other duties may include:
* recruiting, training and supervising junior staff and delegating work as required;
* manipulating statistical data;
* Arranging both in-house and external events.

***PERSONAL DETAILS***

Father's Name : Hadayat

Date of Birth : 15/02/1989

Marital Status : Single

Sex : Male

Nationality : Indian

Religion : Islam

Language Proficiency : English, Hindi & Urdu

Thank you.

**HADAYAT**