

CURRICULUM VITAE

Tarique

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**POST APPLIED FOR – ACCOUNTANT**

# OBJECTIVE

I aspire to make remarkable contribution through my knowledge and skill towards the prosperity of the organization in which I will get to chance to show my potential. I seek a career that provides challenges and allows me to learn new skills and proficiencies. I am a rational individual striving to achieve excellence in whatever I do. I would make all efforts to achieve expertise in the allied fields through continuous learning.

# PROFESSIONAL QUALIFICATION:

* **C.A Course in Final Level (completed Intermediate)**
* **Account Technician (ICAI)**

**ACADEMIC QUALIFICATIONS:**

* **B.Com** from University of Delhi-2011
* Intermediate Examination from Bihar School Examination Board,Patna-2007
* Secondary School Examination from Bihar School Examination Board,Patna-2005

## COMPUTER PROFICIENCY:

* Proficient in working of Windows, Internet, MS-Word, MS-Excel, and Tally.
* 100Hrs Computer training by passing relevant tests to the satisfaction of the Board of Studies, ICAI, in accordance with the requirements of Regulation 45 of the Chartered Accountants Regulations,1988.
* It covers MS Office, Internet, Tally, Windows.

## Working Knowledge:

* Vouching of Various Books like purchase book, Cash Book, Journal Book.
* Preparation and maintenance of books of account viz. Cash Book, Bank Book, General Ledger, stock Register etc.
* Liaison with bank, and bank reconciliation.
* Monthly aging analysis like Debtors, creditors.
* Accounts reconciliation.
* Physical verification of Stock conducted at the intervals decided by the management along with store keeper.
* Day book Maintenance.
* Preparation of Necessary Voucher as per requirement.
* Maintenance of Accounting and Statutory Records of clients.
* GP, NP, Purchases, Sales & Stock Ratio Maintain.
* Filling VAT Return.
* Preparation of monthly cash flow and monthly analysis with cash budget
* Responsible for reviewing and correcting accounting entries.
* Analyzed and detected the excess interest charged by a financial institution.
* Auditing (Internal Audit, Stock Audit and Statutory Audit)
* Preparing Import document to clear goods from CHA agent and Remittance document.
* Recommended various Cost Savings areas which were implemented by the Management.
* Suggested proper control framework for better work environment.
* Finalization of accounts.

## PROFESSIONAL EXPERIENCE:

* As an Accountant with **Hero Cefiro India Pvt. Ltd.** Karol Bagh, New Delhi from 09-12.2013 to 30-06-2016.
* As an Accountant with **Virgo Impex International** from 13-02-2012 to 30-11-2013
* As an Article Trainee with **Y& Chaubey Co.** from 01-03-2008 to 31-08-2011

**PERSONAL INFORMATION:**

Marital Status : Unmarried

Sex : Male

Date of Birth : 9th Feb 1991

Language Known : English, Hindi and Urdu

Nationality : Indian

**PASSPORT DETAILS:**

Date of Issue : 15/10/2010

Date of Expiry : 14/10/2020

**STRENGTH:**

* Leadership quality, dedication, motivation and organizing ability.
* Punctual & having strong determination power.
* Good communication skills.
* Taking Initiating.
* Working smartly.

**DECLARATION:**

I hereby confirm you that all the statements made above are true to the best of my knowledge and belief.