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**OBAIDULLA**

[**OBAIDULLA.342945@2freemail.com**](mailto:OBAIDULLA.342945@2freemail.com)

**CAREER OBJECTIVE**

Excellent accounting skills, with experience in Tally ERP 9, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

**EXPERIENCE SUMMARY**

* More than 3 years’ experience in the field of Accounting & Finance**.**
* Handled various accounting activities and have comprehensive knowledge on accounting practices and procedures.
* Managed key responsibilities very well and earned appreciation from senior members of the team.
* Strong in ERP software (Tally ERP 9) and in Accounting Packages

**EDUCATIONAL QUALIFICATIONS**

Untitled-2

* **Bachelor of Commerce** (Financial Accounting & Auditing)

Mumbai University, 2012-13

**ADDITIONAL QUALIFICATION**

* **“Certified Industrial Accountant Plus” Course from “The Institute of Computer Accountants” (ICA).**
* Fundamental Accounts (Bank Reconciliation, Billing Terms, Account documentation)
* Financial Accounting (Provision & Accounting Treatment of Vat, Cst, Service Tax,& Tds in Tally, financial Accounting Package)
* Income Tax (Computation & Payment Of Income Tax, Return Filing, E-Filing Tax)
* Advanced Practical Accounts (Cash flow statement, Ratio Analysis, Online finalization in Tally, Profit Screening)
* Cost Management & Auditing (Costing Of Material, Labor, Auditing & Internal Control Tax Audit, Marginal Costing)
* Import & Export Mgmt. duty (Export & Import procedure, Documentation, Payment Export Finance & Accounting Treatment)
* Banking Roc & Labor Law (Bank Deposit & Loan, Banking Instrument, ESI, PF)
* **MS-CIT** MS-Word, Excel and Presentation of Power Point.

**PROFESSIONAL EXPERIENCE**

1. **MALANI ENTERPRISES - General Accountant (April 2016 – Jan 2017)**

* Performing Cash Reconciliation, Bank Reconciliation.
* Preparation of Revenue Billing AR.
* Taking care of TDS, VAT, PF and ESIC.
* Identifying and correcting discrepancies.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions
* Make Payment Online (i.e.RTGS/NEFT)
* Cash Deposited at Bank
* Worked on day-to-day accounting operations like booking of sales and purchases
* Coordinated with banks for daily cash management and other banking activities for the firm
* Handled individual clients and managed the systems for their outstanding bill settlements
* Prepared and kept records of salary sheets for the firm's plant & office staff

1. **MAYUR JAIN & CO.(CA FIRM)- SENIOR Accountant (JAN 2015 – FEB 2016) & ACCOUNT TRAINEE (JAN 2014 – DEC 2014)**

* Maintaining basic accounts, book keeping
* Reconciliation of Bank statements
* Ledger entries, journal entries
* Invoice entries and cross checking
* Prepared and analyzed financial statements
* Helped in preparing tax returns
* Implemented new accounting procedures and processes
* Account Finalization.
* Customer relations.
* MVAT Online Payment, Prepare Working Summary & Return Filing.
* Service Tax Online Payment & Return Filing.
* TDS Payment, Working & Return Filing.
* Income Tax Return Filing.
* Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock

**ACCOUNTING PAKAGES**

* Tally ERP.9, Acme, CA Office.