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| **C:\Users\HP\Documents\My Scans\scan0105.jpg**  | **AKHLAQUE** (Bachelor of Commerce) | Email: **AKHLAQUE.359015@2freemail.com** |
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**OBJECTIVE:**

To obtain a challenging position with a growing company that will provide an opportunity to utilize my knowledge of computer drafting continuing my personal and professional growth, where my positive attitude and strong desire to succeed will contribute to the company’s success.

**KEY SKILLS:**

 ▪ Audit and Legal Compliance

 ▪ Documentation Skills

 ▪ High Attention to Detail

 ▪ Thoroughness and Objectivity

 ▪ Detail oriented

 ▪ Ability to take any kind of challenge and possessing a strong analytical mind

**PROFESSIONAL EXPEREINCE:**

**COMPANY:** **SHAHZAD SHAIKH & COMPANY.** (TAX & INVESTMENT CONSULTANTS, Kurla, Mumbai, India) As an **ACCOUNTANT**.(JAN 2015 TO JAN 2016).(1 Year).

**Union Bank of India** Morba Branch as an **ACCOUNTANT.** (AUG 2016 TO JAN 2017). (6 Month).

**Job Description:**

* + - Booking of vendor invoices, sales invoices, Debit Notes, Credit Notes, Petty cash & Journal Entries.
		- Responsible for all payments and deposits of the firm.
		- Prepare Bank Reconciliation Statements.
		- Handling day to day accounting transactions.
		- Passing month end adjustment entries to close the month.
		- Prepare Profit & Loss Account and Balance Sheet.
		- Maintain complete books of account and assist Chartered Accountant in the finalization of Company’s Final Accounts.
		- Bank Reconciliation Statement for checking the fund position in bank.
		- Passing cash/Bank Entries, Sales/Purchase Entries & Managing accounting entries.
		- Looking towards the monthly payment/liability of company.
		- Vat Return filing.
		- Vat Tax Calculating.
		- Preparing annual budgets & forecasting expected turnover.
		- Completes audit work papers by documenting audit tests and findings.
		- Communicates audit findings by preparing a final report; discussing findings with auditees.
		- Preparing for Income Tax Return and register online for filing.

**EDUCATIONAL QUALIFICATION:**

* Bachelor Of Commerce from Mumbai University, India in 2013
* Higher Secondary Certificate from Maharashtra, India in 2010
* Secondary School Certificate from Maharashtra, India in 2008

**COMPUTER SKILLS:**

* Skilled in Accounting Software (Tally ERP 9, 7.2)
* CCC Computer Concept Course
* Well versed with MS Excel, Word, Power Point under windows operating system, and specially in window XP Advance, and TALLY.
* Work on Accounting Software such as Tally 7.2, Tally 9, Tally ERP 9.

**PERSONAL DETAILS:**

Date of Birth : 18th December 1992

Nationality : Indian

Religion : Islam

Gender : Male

Marital Status : Single

Language known : English, Hindi,Urdu

Driving License : LMV, MCWG

 Visa Status : Visit Visa (valid till 18th June 2017)

**DECLARATION:**

I hereby confirm that the information given above is true to the best of my knowledge and belief.