**Curriculum Vitae**



**Wasimul**

**Post :- Applied for Accountant**

[**Wasimul.370753@2freemail.com**](mailto:Wasimul.370753@2freemail.com)

## **CAREER OBJECTIVE**

**“To obtain a meaningful and challenging position that enables me to add business values and achieve the expected results by working in team and learn world class accounting and financial management which allows for knowledge advancement, job enrichment and job satisfaction”.**

**WORKING EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company  (Ascending Order) | Business | From  To | Period | Designation |
| Miles Genral Trading LLc (DUBAI) | Trading | NOV-2015  To  APR-2017 | 18Month | Assistant OF PRO & Accountant |
| Impact Marketing Services Pvt.Ltd. | Event Management | SEP-2012 to SEP-2015 | 36Month | Senior Accountant |
| KDP Build well Pvt.Ltd. | Real estate Company | MAR-2011 to AUG-2012 | 17Month | Assistant Accountant |
| Creative Tax care pvt ltd | Trading  Company | FEB-2010 to FEB-2011 | 12Month | Assistant Accountant |
| Total Experience | | | 6.9Year |  |

A brief synopsis of the clientele handled and the nature of work done during the above mentioned period.

**JOB RESPONSIBILITY**

|  |  |
| --- | --- |
| Company | Detailed Job Description |
| Miles Genral Trading LLc | 1. Submit, follow-up and collect all new employment and business visas to ensure that the visas are processed on a timely manner to support the business. 2. Renew, update and maintain all employees and their dependants’ visas, labour cards, and labour contracts in a timely manner to ensure that company’s records are up-to-date in the labour and Immigration Departments 3. Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date 4. All Tashell Works. 5. Record Of All Bank Account and Maintain Internet Banking 6. Accounting Of Food Stuff & Plastic Items With Inventory 7. Maintain account of all Restaurant on Excel 8. Prepare Invoice On Excel For Export 9. Reconciliation of Bank, Debtor and Creditor. 10. Book Keeping & entry of receipt, payment & Journal entries. 11. And Many More |
| Impact Marketing Services Pvt.Ltd. | 1. Reconciliation of Bank, Debtor and Creditor. 2. Prepare The Report of Vendors and Fund and Forward to Accountant to take Right step. 3. Leading the AP/AR function comprising a **team of seven members** and ensuring compliance to turn around time for various AP/AR process. 4. Monitor and reporting of Key Process Indicators for AP/AR team. 5. Monitoring Individual Development Plan (IDP) of my reportees. 6. Preparation of Sales tax, Service tax & TDS Returns. 7. Book Keeping & entry of receipt, payment & Journal entries. 8. Filling of Monthly Challan: - TDS, Service tax & sale tax. 9. Handling Petty Cash Exp. & day to day accounting. 10. payroll :- Handling payroll, Cross checking of Salary Sheet, Prepare of salary Cheque and Maintain on Payroll 11. Issue 38-Inward & Outward form and Maintain Register. 12. Book Keeping (Manual & Computerized) 13. Billing on ERP Software And Maintain & Journal on Tally 14. Bailance sheet & Profit & Loss A/C finalization 15. Maintain MIS Report 16. Maintain AGING Report |
| KDP Build well Pvt.Ltd | 1. Preparation of Sales Tax and TDS Returns. 2. Book Keeping & entry of receipt, payment & Journal entries. 3. Filling of Monthly Challan: - TDS and sale tax. 4. Handling Petty Cash Exp. & day to day accounting. 5. Reconciliation: Bank, debtors & Creditors. 6. Issue 38-Inward & Outward form and Maintain Register. 7. Issued “C” Form and Maintain Register. 8. Book Keeping (Manual & Computerized) |
| Creative Tax care Pvt.Ltd | 1. Preparation of Sales Tax and TDS Returns. 2. Book Keeping & entry of receipt, payment & Journal entries. 3. Filling of Monthly Challan: - TDS and sale tax. 4. Handling Petty Cash Exp. & day to day accounting. 5. Reconciliation: Bank, debtors & Creditors. 6. Issue 38-Inward & Outward form and Maintain Register. 7. Issued “C” Form and Maintain Register. 8. Book Keeping (Manual & Computerized) |

**AREA OF EXPERTIES**

All Tasheel Works

General Accounts (GA) Processe and management

Financial Statement and Inventory Management

Vendor/ Employee payments & reconciliations

Teambuilding & Staff Supervision

Vendor Negotiations & Management

## **EDUCATION QUALIFICATION**

**Master Of Business Administration (MBA FINANCE)**

Mahashri dyanand university Rohtak (Haryana)

Obtained 66% Marks.

**Bachelors of Commerce (Honors)**

L. N. M. UNIVERSITY DARBHANGA BIHAR

Obtained 55% Marks.

**INTERMEDIATE**

Bihar Intermediate Education Council, Patna.

Obtained 50 % marks.

**HIGH SCHOOL**

Bihar School Examination Board, Patna.  
Obtained 57 % marks

## **COMPUTER SKILLS**

Proficient in MS Office (Excel, Power Point, Word)

Internet Application

Tally.ERP 9

**Software** TDS Returns & Computation Software

## **PERSONAL DETAILS**

Gender : Male

Marital status : Married

Nationality : Indian

Hobbies : Playing Cricket & Listening music.

Languages Known : English, Hindi & Urdu

**DECLARATION**

I hereby declare that the information furnished herein is true and correct to the best of my knowledge and belief.

**Place:**

**Date:**