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 **RESUME
MOHD**

Email ID: **MOHD.374372@2freemail.com**

**CAREER OBJECTIVE**

 To work for an organization this provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

**STRENGTH & COMPETENCIES**

* Maintaining the books of accounts up to finalization.
* Receipt, issue and inventory control of Goods.
* Bank deposits, Payments and reconciliation.
* Preparation of Month end reports, Year end reports.
* Evaluate monthly profit and loss account.
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Preparation of Vouching Notes.
* Preparation of individual salary statements on monthly basis.
* Finalization, Service tax , Vat , Cst , Tds woking & GST

**WORK EXPERIENCE**

 **C.A. Firm** : Jain siddiqui & Associates
 **Duration:** 5th Jan 2013 TO 30th March 2016
 **Location:** Bhinddi Bazar (Mumbai )
 **Role:** Accounting & Auditing

 **&**

 **C.A. Firm**: SIPM & Associates
 **Duration**: 5th May 2016 to 30th April 2017
 **Location**: Ghatkopar (w) Mumbai
 **Role:** Accountant
 **&**

 **Company:** M/S MAKHARIA TOURISM AND EXPORT PVT LTD

 **Duration**: 04th May 2017 to Till date
 **Location**: Grand Road ( E ) Mumbai
 **Role:** Accountant

**ACADEMIC QUALIFICATION**

* B.Com passed 2015 from L.B.S. PG College Gonda (Second Div) .
* HSCPassed 2012 from U.P. Board (First Div) .
* SSC Passed 2010 from U.P. Board (First Div) .

**ADDITIONAL QUALIFICATION**

* Diploma : 1 Year (A.D.C.A.) From ICIT Gonda ,Microsoft( Excel , Word , Power point & Internet)
* Accounting : Tally ERP9

**PERSONAL PROFILE**

Date of Birth : 15 july 1995

Marital Status : Single

Gender : Male

Nationality : Indian

Languages Known : English, Hindi

Hobbies : Playing Cricket & Volley Ball

I here declare that the above mention information is correct to best of my knowledge and I bare that the responsibility for the correctness of the above particulars.

**Place: Mumbai**

**Date: 11-11-2017**