******DANISH**

 **Accounts Manager with 5 Years Experience in VAT**

D.O.B.: 17-April-1978

Nationality: Indian

Location: Ranchi, Jharkhand, India

Email: Danish.374422@2freemail.com

**Visa status: Visit Visa Valid till 2-1-2018**

**PROFILE**

I am an accomplished Accounts Manager with over 9 years of experience in Accounts, Finance and Taxation in India. I have proven success in Accounts Finalization, Budgeting, ***VAT Registration, VAT Calculation, VAT Return Filing, VAT Scrutiny,*** Income Tax Return Filing and Service Tax Return Filing.

# OBJECTIVE

# I am looking for a challenging position with a progressive Company that will effectively utilize my acquired expertise, competencies and Seeking Assignments in Accounts, Finance, Taxation, Cost Analysis and Financial Management with an Organization of High Repute.

# EDUCATION

**MBA FINANCE JULY 2008.**

**B. COM ACCOUNTS FEBRUARY 2002.**

# SPECIALIZED SKILLS

* Very Good at Accounts Finalization.
* **Expert at VAT Registration, VAT Calculation, VAT Return Filing and VAT Scrutiny**.
* **Well Acquainted with UAE VAT Registration and UAE VAT Laws and Procedures.**
* Very Good in Budgeting and Budgetary Control.
* Proficient at Income Tax Return Filing.
* Good at Service Tax Return Filing.
* Proficient in Ratio Analysis, Variance Analysis and Trend Analysis.
* Proficient at Accounting Software Tally ERP 9, Ex Next Generation.
* Proficient in Microsoft Office Application Software
* Excellent Analytical and Interpretation Skills.
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Excellent Interpersonal and communication skills.

# PROFESSIONAL EXPERIENCE

* ***Juhi Industries Private Limited*-Accounts Manager** **(May 2014 to Till Date).**
* This is a Manufacturing Company of Steel Rods and Bars with Annual Turnover of around 50 crores Indian National Rupees (INR). It is located in Ranchi, the Capital City of Jharkhand State India.

**Responsibilities and Role details:**

* Checking all Accounting Entries and Banking Transactions like NEFT, RTGS daily.
* Reconciliation of All Banks Accounts, Debtors and Creditors on Weekly Basis.
* Checking Trial Balance, Profit and Loss A/C, Balance Sheet, Cash Flow and Fund Flow on weekly basis and Finalizations of Accounts on Quarterly Basis.
* **Checking VAT Calculation, Filing VAT Return and Handles VAT Scrutiny.**
* Filing TDS Return, Income Tax Return and Service Tax Return.

**Achievements:** I was awarded the ‘best employee of the Accounts Department’.

**Award:** I was promoted from Accountant to Accounts Manager.

* ***Raj Hospital and Research Centre***-**Accountant (April 2012 to April 2014).** This is a 200 Bed Multi Speciality Hospital with Annual Turnover of 20 Crores INR. It is located in Ranchi, the Capital City of Jharkhand State India.

**Responsibilities and Role details:**

* Checking all Accounting Entries and Banking Transactions daily.
* Reconciliation of All Banks Accounts, Debtors and Creditors on Weekly Basis.
* Checking Trial Balance, Profit and Loss A/C, and Balance Sheet on weekly basis and Finalizations of Accounts on Quarterly Basis.
* **Checking VAT Calculation, Filing VAT Return and Handles VAT Scrutiny.**
* Filing TDS Return, Income Tax Return and Service Tax Return.

**Achievements:** Isaved the cost of Constructionby Effective and Efficient Management.

**Award:** I was rewarded by the Management with Incentives.

* ***Imperial Builders and Developers Private Limited*-Accountant**

**(July 2008 to March 2012)**.This is a Construction Company with Annual Turnover of 10 crores INR. It is located in Ranchi the Capital City of Jharkhand State India.

**Responsibilities and Role details:**

* Doing all Accounting Entries daily.
* Reconciliation of All Bank Accounts, Creditors and Debtors on Weekly Basis.
* Adjustments of Accruals and Prepayments on Monthly Basis.
* Prepare Budgets and assist in Budgetary Control.
* Preparing all the Month End MIS Reports.

**Achievements:** I submitted every due report before Time.

**Award:** I was rewarded with Fringe Benefits.

# LANGUAGES

**English –** Excellent reading, writing and speaking.

**Hindi –** Excellent reading, writing and speaking.

**Urdu –** Excellent reading, writing and speaking.

**Reference-** I will furnish details upon Selection.

**THANKS**

**Signature**