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| **NOWSHAD**   |  |  | | --- | --- | |  |  | | **EMAIL ID** | [**Nowshad.379431@2freemail.com**](mailto:Nowshad.379431@2freemail.com) | | **DATE OF BIRTH** | **17-02-1989** | | **NATIONALITY** | **INDIAN** | | **ADDRESS** | **SATWA , DUBAI** | | photo.jpg |

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| **CAREER OBJECTIVE** |

To work with an organization which give me an ample opportunity to learn and grow along with the organization and to prove myself worth of shouldering the responsibilities assigned to me and meeting such challenges

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| **SUMMARY** |

Capable accounting assistant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of Orion accounting software, tally erp-9 software and processes, VAT calculation, finalization of accounts. Skilled in regulatory reporting, accounting operations and tax accounting.

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| **EXPERIENCE** |

**VINTRA TAX SERVICE**

**Accountant and VAT practitioner** from **April 2014 to March 2017**

Duties and responsibilities

* Maintain day to day books of accounts in tally of client companies
* Maintain bank reconciliation statement and reconciliation of debtors and creditors
* Exporting the tally details to excel software for uploading the vat details in official website and also registering new companies for VAT registration
* Calculation of monthly and quarterly VAT of client companies and filing the details in the official websites
* Finalization of accounts for tax audit purposes and assist with auditor during the final audit
* Maintain petty cash book and make the internal audit and also dealing with other tax

**DANUBE BUILDING MATERIALS DUBAI**

ACCOUNTANT FROM 14-08-2017 TO 08-11-2017

Duties and responsibilities

* Preparing journal entries for the month end and balancing GL-reco in Orion software
* Preparing **conjv, hbjv,jv,opv,pettycash reimbursement , ftrf,bjv , ccrv, entries**
* Making receipt of sales and preparing **crv and pdcr**  entries
* Updating the daily production details
* **LGRN** ,**IGRN,SGRN costing**  and making its s-bills for the payments
* Uploading the OT of factory employees in HR portal of head office
* Preparing the jv and opv entries for the payment of suppliers
* Updating the manual books like delivery order books, sales return books.
* Printing and distribution of sales invoices and filing the invoice copy after the customer signature
* Control over the sales man receipt book and its updation

FREELANCER IN ACCOUNTING from Dec 2017 to Feb. 2018

Duties and responsibilities

* Undertakes the accounting works up to finalization on commission basis

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| skis **SKILLS** |

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| * VAT | * TALLY | * WORD | * EXCEL | * ORION |

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| **EDUCATION** |

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| **COURSE** | **UNIVERSITY /INSTITUTION** | **%/ GRADE** |
| Bachelor of commerce | **University of kerala** | 71.33 (tax as main subject) |
| g-accountant(tally) | g-tech | **B+** |
| g-operator(ms office) | g-tech | **A** |

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| **DECLARATION** |

I hereby declare that all the above mentioned information is true to the best of my knowledge and i bear the responsibility for the correctness of the above mentioned particulars