

AJAZ

• **E-mail:** [ajaz.381740@2freemail.com](mailto:ajaz.381740@2freemail.com)

**PROFILE IN ACCOUNTANCY**

**Expertise**: Sound Knowledge of Handling Accounting Systems ~ Data Entry Management ~Confidentiality ~ Time Management ~ Reporting Research Results ~ Strong Administrative and Reporting Skills & Hardworking adaptable and a quick learner.

Over 13 years of experience in **Accountancy**, **After completed my graduation in Commerce** **Stream from the University of Mumbai and gained experience as under:**

**CAREER SYNOPSIS**

* Current Assignments/Key Positions Summary:
  + **United Arab Emirates (UAE) and Mumbai (India)**

o **Senior Accountant**– Hands Middle East LLC – **Dubai**, UAE (**2015 to 2018**)

o **Accountant**– Visual Citi Signs & Display Pvt Ltd– **Mumbai**, India (**2014 to 2015**) o **Accountant**– Greenfuels Gas Systems – **Mumbai**, India (**2012 to 2014**)

o **Account Assistant**– Yoko Sizzlers (Chain of Restaurant) – **Mumbai**, India (**2008 to 2012**) o **Account Assistant**– A S Mithwani & Co. – **Mumbai**, India (**2005 to 2008**)

**EDUCATION & CERTIFICATION**

* **Bachelor of Commerce** from **University of Mumbai**, ( Year 2010 )
* **Import and Export Management Diploma Course from Indo American Society.**
* **Typing Speed 30 w/m**

**PROFESSIONAL TRAINING**

* **Technical Proficient in Microsoft Word, Excel & Internet.**
* **Extensive Knowledge of Various Accounting Packages ( Tally 4.5, 5.4, 7.2 & Tally 9 and Tally ERP 9 and Busy Accounting Software )**

**PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS**

**Hands Middle East LLC, Dubai – UAE,** Aug 2015 to January 2018 **Role: Senior Accountant**

**Responsibilities:**

* Mentioning all financial records like Bills, receipts etc.
* Preparing Sales analysis report as per the target given by company to individual salesman
* Analysis of direct Expenses against sales
* Comparing profit and loss account quarterly
* Completely handling Vat Transaction upto Vat return fillings
* Preparing budget for expenses and report to manager
* Assist with year end audits

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* Performing daily entry of accounting like purchase, sales, payment, receipts etc
* Submitting cash and bank entries in Busy Software.
* Handled customer enquiries, researched problems and developed solution.
* Preparing the outstanding list Debtors & making Payment follow-up.
* Handling of petty cash book on daily basis.
* Preparing monthly bank reconciliation statements.
* Preparing reports on accounts payable and accounts receivable.
* Maintaining cash, bank transaction and also bank related work.
* Other relevant Accounting works.

**Visual Citi sign & Displays Pvt Ltd, Mumbai - India,** December 2014 to August 2015 **Role: Accountant**

**Responsibilities:**

* Maintaining database of purchase, sales, payment, receipt & journal vouchers.
* Preparing monthly salary sheet and working on statutory dues like PF, ESIC and PT.
* Recording details of expenses from employees
* Reconciling bank statement at the end of the months.
* Verifying the accuracy of invoices and other accounting documents or records.
* Preparing reports on accounts payable and account receivable
* Prepare TDS Return Filling.
* Prepare Vat Summary on Monthly Basis & Prepare J1 &J2 & Online Submit.
* Monthly financial reports for management.

**Greenfuels Gas System, Mumbai - India,** September 2012 to July 2014 **Role: Accountant**

**Responsibilities:**

* Stock Checking and Auditing of Stock.
  + Independently handled routine daily maintenance of books of accounts like payment, Sales, Receipt and Purchase.
  + Manage the collections and bank statements reconciliation.
  + Maintain Petty Cash Exp, Invoice Bill and Delivery Challan.
  + Handled customer inquiries, researched problems and developed solutions.
  + Filling of annual & quarterly VAT Return.
  + Preparing Vouchers & petty cash statements.
  + Managing vendor accounts, generating weekly on demand cheque.

**Yoko Sizzlers (Chain of Restaurant), Mumbai - INDIA,** June 2008 to August 2012 **Role: Account Assistant**

**Responsibilities:**

* Recording monthly credit card expense transactions.
* Prepare Bank Reconciliation, Debtors & Creditors
* Prepare monthly balance sheet schedules
* Maintaining database of purchase, sales, payment, receipt & journal vouchers.
* Working as an Accuare and FoxPro Software.
* Assist with year end audits.
* Assist with quarterly and annual tax filings.
* Maintain Credit Card.

**A S Mithwani & Co., Mumbai - INDIA,** March 2005 to April 2008 **Role: Account Assistant**

**Responsibilities:**

* Maintaining Petty cash.
* Preparing vouchers and petty cash statements.

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* Customer billings and payment follow-ups.
* Filing of annual returns with Income Tax and Sales Tax offices
* Correspondences/lettersrelatedto the tax offices.
* Maintenance of Bank Book for Monitoring the daily cash balance of clients
* Reconciliation of Debtors, Creditors & Bank
* Filling PAN application, Sales tax returns, C-Form applications & Reconciliation of debtors creditors and bank etc.
* Worked with team members in tasks such as updating general ledgers and journal

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|  |  | **PERSONAL PARTICULARS** |
|  | **Languages Known** | : English & Hindi |
|  | **Marital Status** | : Married |
|  | **Nationality** | : Indian |
|  | **Date of Birth** | : 6th March 1988 |
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