**CURRICULUM VITAE**

**Name: Amir**

**Email ID:** [**Amir.383717@2freemail.com**](mailto:Amir.383717@2freemail.com)

**Carrier objectives:**

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

**Technical Knowledge:**

* Tally Erp.9
* MS 2007-Word, Excel, Power Point, Publisher.
* Internet Operations & E-mail handling.
* Compu office

**Technical& skill course:**

* ITT course Patna Branch of CIRC of ICAI
* Orientation Programme organized by CIRC of ICAI.

**Key Responsibilities Handled:**

* Mention day to day cash, Bank, sale, purchase, journal, payment, receipt and contra entry.
* Mentioning of billing in tally Erp.9
* Knowledge of Bank Related work like processing of cheque/RTGS/NEFT and other Banking Activity.
* Working Knowledge of Payroll processing like disbursement of salary.
* PF & ESIC related compliance.
* Handel petty cash with cash Book.
* Preparation of sales Invoice and purchase order.
* Generate Various Reports from Tally Erp.9
* Voucher Entry as per Cost Center wise.
* Maintain bank reconciliation Statement and Reconciliation of Debtors & Creditors
* Monthly stock report prepare for Bank.
* MIS Report Prepare in civil Construction and various Parameters time to time.
* Thorough with statutory compliance like timely payments of deducted and collected

Taxes viz GST, Provident Fund, Income Tax.

* Returns for e-TDS,& Provident fund.
* Handle account payables and receivables.
* Knowledge & experience in a field of Accounting, company law matters (company incorporation, changes in directors & share), Taxation matters ( income tax filling, TDS returns, GST Compliances).
* Preparing and analyzing accounting records and Financial statements reports.

**Employers:**

1. Working as Article Assistant inANJALI JAIN & CO. (Chartered Accountant Firm) IN Patna office period from

15/01/2015 to 09/12/2015

1. Working as Article Assistant inANUP SHASHWAT & CO. (Chartered Accountant Firm) IN Patna office period from

01/02/2016 to 05/02/2017.

1. Worked as Accounts Executive inNF Infratech Service Pvt Ltd From March 2017 to sep-2018.

**Academic Qualification:**

* CA ipcc group one pursuing.
* M.Com from N.O.U 2nd year pursuing
* B.Com from M.U With 1 Class
* +2 in Math from B.S.E.B Board with 2nd class
* 10th From B.S.E.B Board with 1st class

**Hobbies:**

Internet surfing

Listening Music

Reading book

**Personal details:**

Date of Birth: 18/04/1990

Languages Known: Hindi, English & Urdu

Address: Patna Bihar India