**Farhan**

**Accountant**

**Farhan-394773@2freemail.com**

**Visa status: Visit visa valid till 31st Nov 19**

------------------------------------------------------------------------------------------------------------------------------- **CAREER OBJECTIVE**

“I am someone who takes responsibility for their actions and when things go wrong I don’t look to outside forces to blame. Rather, I logically analyze what happened, how the situation could have been handled more effectively and determine how to prevent the mishap going forward”.

**HIGHLIGHTS OF EXPERIENCE**

* 4 years of experience as accountant in CA firm & had did Accounting & Audit for FMCG Companies, Oil Traders, Jewelers Traders, Education, Healthcare institute, Chemical Mfg co, etc.
* 3 years experience as Accountant cum Accounts Administrator at Textile cum FMGC traders.
* Excellent in Excel, Tally erp9, interpersonal skills and demonstration, ability to work with others effectively in teams.

**PROFESSIONAL EXPERIENCE**

**Company**

**In Mumbai**

**Designation**

**Accountant cum Accounts Administrator**

**Period**

**1th Dec 2016 to 31st Aug 2019**

This was medium multitasking LLP, having sales of 100 million Indian Rupees (approx), business operation was to import of polyester fabrics, Cotton & dry fruits from Japan, China, Indonesia & Singapore and supply it in different Indian states, It’s also supply FMGC products such as Soft drinks.

* **Responsibilities.**
	+ Maintaining of Cash, Bank, and Ledger Books,
	+ Preparing Balance Sheet & Profit & Loss by complying Accounting Standards
	+ Handle monthly, quarterly and annual closings.
	+ Manage all accounting transactions, Reconcile accounts payable and receivable.
	+ Ensure timely bank payments and bank reconciliation.
	+ Managed company one branch all operation as manager or accounts administrator.
	+ Calculation of VAT/GST & Income Tax, Prepare tax returns & Payroll accounting.
	+ Preparation of long-term budgetary planning and costs management in alignment with company strategic plan & inventory management.
	+ Monitoring the action points coming out of budget Vs actual report.
	+ Auditing financial transactions and documents, Reinforce financial data confidentiality and conduct database backups when necessary
	+ Comply with financial policies and regulations.

**Company**

 **(Chartered Accountants) Mumbai**

**Designation**

**Accountant**

**Period**

**01st Sept 2012 to 31st Nov 2016**

* **Responsibilities.**
	+ Recording Cash, Bank, Purchases, Sales, All Expenses, Maintaining of Cash, Bank, & Ledger Books.
	+ Preparing Balance Sheet & Profit & Loss Accounts as per companies act & following Accounting Standards.
	+ Conduct Tax audit, Statutory Audit, Works with both internal auditors during financial and operational audits.
	+ Did Accounting & Audit of following companies.
		- Bacto Chemical Manufacturing Company.
		- Deraiya Oil traders, Maharashtra oil traders.
		- Bhatkal Clinic Heath care.
		- Tarmal Safina jewelries suppliers & retailers.
		- Reliable Enterprises (recharge and money transfer).
		- Akber peer Bhoy College of commerce & Arts.
		- HF foot wares manufacturer & suppliers.
		- Wadiya Realtors & contractor. Etc
	+ Filing VAT, Income Tax & TDS Return.
	+ Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
	+ Develop and maintain internal control and effective accounting system and policies for the set up.
	+ Bank Transfers, Bank Follow up & Bank Reconciliation

**EDUCATIONAL QUALIFICATIONS**

M.Com – Sydnum Collage of Commerce & Arts Mumbai (2014 to 2016)

CA foundation (CPT) Passed, Article ship Completed & Inter Ca Attempted –

The Institute of Chartered Accountants of India (2012 to 2015)

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| --- | --- |
| B.Com – | Mumbai University (2009 to 2012) |
| **TRAINING OBTAINED** |  |
| Course |  |  | Institute Name |
|  | Computer Training Course | ICAI Training Center |
|  | Orientation Course | ICAI Training Center |
|  | GMCS Training course | ICAI Training Center |
|  | Three Year Article ship Training | Under Chartered Accountant |

**COMPUTER LITERACY**

* Advance Excel.
* Tally Erp,9
* Microsoft Office.
* Online Banking
* Can Work on any Computer Software**.**

**KEY SKILLS**

* Excellent verbal and written communications skills
* Goal oriented and ability to handle multiple tasks
* Possess excellent office management skills
* Enjoy rapport building and customer interaction.
* Professionalism and confident. Target driven and self-motivated.
* The ability to work with in a team and individually.
* Driven to learn and apply new ideas and skills
* Proven ability to work to stringent deadlines
* Able to adapt quickly to challenges and changing environments

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| **PERSONAL DETAILS** |  |  |
| Date of Birth | : | 16th March 1990 |
| Nationality | : | Indian |
| Marital Status | : | married |
| Linguistic Proficiency | : | English, Hindi & Urdu |
| Hobbies | : | Reading, Swimming, Traveling. |

**Farhan**