ZISHANALI

ACCOUNTANT & PAYROLL ADMINISTRATOR

I am a hardworking, motivated and enthusiastic Accounting professional. I always strive to achieve the highest standard possible, at given task and in any situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

Zishanali-397219@gulfjobseeker.com

Experience

 (Ahmedabad)

December-2018 - January-2020

Payroll Administrator

* Working with Qx Global, task assigned/outsourced were to provide end to end Payroll and Accounting Solutions for the clients in UK, USA, Middle-east countries.

•Process the daily payroll/payments to the locums and nurses at client site.

* Prioritizing the smooth performance of tasks, with the use of high-end business software’s such as Salesforce, Xero, all records were stored on cloud server and communicated in weekly video conferences at client locations.

•To assure the timely payments on behalf of client to employees, all the international transactions were processed through trusted banks and with the help of third party payment agency at client locations.

Hearty Mart Enterprises Pvt Ltd. (Ahmedabad)

November-2017 - November-2018

Accountant & Office Assistant

* Hearty mart is a gigantic wholesaler &manufacturer of groceries in the region having more than dozen of supermarkets, with other services like Farm2market, bakery.

•Key Responsibilities during the job was to record daily business transactions of the different franchisee using SAP& ERP which were communicated on the day end over email, perform tax obligations of head office.

•All the business functions such as preparing monthly profit/loss statement, sales & purchase, Inventory management, cost control, budgeting were carried out using SAP in order to aggregate the data of all franchisee under head office.

•Other responsibilities were to file yearly tax returns, corporate compliance, preparing final accounts.

CA. Vinodchandra M. Shah Associates

July-2016 - August-2017

Article Clerk

During the period of my internship, I have polished my knowledge and skills in area of Accounting and Corporate laws so as to advance my knowledge regarding how corporate and small entities functions.

Education

Institute of Chartered Accountant of India

November - 2017 - continue

Intermediate



At the intermediate level, I have been taking theoretical and practical knowledge of Accounting, Taxation, Corporate law at extensive level. During the course of study, I had undergone a stipulated period of internship which gave me depth knowledge of industries and various small scale business. Preparing financial statements and auditing them was the integral part of job course.

North Gujarat University

July-2013 - April-2016

Bachelor of Commerce (6.8 CGPA)

During the academic course I have gripped myself on the subjects like, Accountancy, Indian taxation laws, corporate laws and had worked part time to strengthen my academic knowledge.

Shree Sthal English Medium School

June-2011 - March-2012

Shree Sthal English Medium School

June-2010 - March-2011

Higher Secondary

I have selected the commerce stream for further higher education.

Secondary

In the secondary academic study course, I had my preference on the subjects like Social science and mathematics.

Other Info

Skills Languages

Microsoft Office suite, Sales force SAP, English, Hindi, Urdu, Arabic.

Accountancy and taxation softwares,ERP

softwares,Quick Books.

Interest

TRAVELLING, READING, PAINTING.

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