#

ASNULLAH

E-mail**:** **asnullah.369520@2freemail.com**

 **RRICULUM VITAE**

CURRICULAM VITAE

**Career Objectives:**

* To use my goal-oriented skills in a dynamic, growth oriented organization
* To keep learning and growing along with the organization.

**Personal Profile**

* Excellent interpersonal skills and ability to retain confidence and trust.
* Industrious and result oriented through high level of planning, implementing and controlling.
* Strategic thinker with problem solving abilities
* Disciplined and well organized

**Strengths:** Punctuality, Leadership Skills, Positive Attitude towards Work & Good Co-ordination with Colleagues, Ability to work under pressure.

**Area of Interest:** Accounts &Finance.

**WORK-EXPERIENCE:**

1. **SHRINATHJI Corporation**

Type of Industry : Manufacturing Firm.

Place : Mumbai.

Post held : Sr. Accountant.

Period : June 2016 to Till Date.

**Roles & Responsibilities:**

* Independently handled Book writing up to Finalization of Accounts.
* Handling of Bank operations for Credit Facilities & Loans.
* Handling of Pay Roll Register.
* Debtors & Creditors Control, related correspondence for collections & Payments.
* Handling Cash and Bank Payments.
* Co-ordinating with vendors regarding Payments.
* Individually handled accounting with preparation of all related cost sheets and comparative analysis.
* Preparing MIS Reports.
* Computation of Income Tax of Individuals, Firm and Partners.
* Recovery of Outstanding.
* Export Paper Work and issuing Certificate of Origin.
* Computation of Income Tax of Individuals & Firm.
* TDS Calculations & complete TDS Return filing.
* Computation of Value Added Tax (VAT) and making related payments.
* Computation of service tax liability and related payments.
* Handling all purchase and sales order.
* Online Payment and Return filing of TDS, Service Tax.
* Handling Scrutiny.
* Managing Daily Taxes and Accounting.
1. **Ingrain architects**

Type of Industry : Architect Firm.

Place : Mumbai.

Post held : Sr. Accountant

Period : August 2015 to Apr 2016.

Roles & Responsibilities:

* Independently handled Book writing up to Finalization of Accounts.
* Handling of Bank operations for Credit Facilities & Loans.
* Handling of Pay Roll Register.
* Handling Proposal and Quotation for Client.
* Debtors & Creditors Control, related correspondence for collections & Payments.
* Handling Cash and Bank Payments.
* Co-ordinating with vendors regarding Payments.
* Computation of Income Tax of Individuals, Firm and Partners.
* TDS Calculations & complete TDS Return filing.
* Computation of service tax liability and related payments.
* Individually handled accounting with preparation of all related cost sheets and comparative analysis.
* Preparing MIS Reports.
* Preparation of Projected Financial Statement for Bank Loans.
1. **M/s. S2 REALTY AND DEVELOPERS PVT LTD.**

Type of Industry : Real Estate.

Place : Mumbai.

Post held : ProjectAccountant.

Period : November 2011 to August 2015.

* Worked in **Discovery Project** for S2 Realty and Developers Pvt. Ltd.

Roles & Responsibilities:

* Independently handled Book writing up to Finalization of Accounts.
* Handling of Bank operations for Credit Facilities & Loans.
* Handling of Pay Roll Register.
* Handling of Inventory Accounting.
* Debtors & Creditors Control, related correspondence for collections & Payments.
* Handling Cash and Bank Payments.
* Co-ordinating with vendors regarding Purchase Orders, Payments and Delivery.
* Computation of Income Tax of Individuals & Firm.
* TDS Calculations & complete TDS Return filing.
* Computation of Value Added Tax (VAT) and making related payments.
* Computation of service tax liability and related payments.
* Handling all purchase and sales order.
* Individually handled project accounting with preparation of all related cost sheets and comparative analysis.
* Preparing MIS Reports.
* Preparation of Projected Financial Statement for Bank Loans.
* Computation of CST and issue a C Form.
* Reconcilation of Supplier and Buyer
* Maintening account and project related report and attending site
1. **M/s. WADI MARAMER CONSTRUCTION CO.**

Type of Industry : Real Estate.

Place : Riyadh – (Saudi Arabia).

Post held : Project Accountant.

Period : May-2010 to July-2011 (1 Year)

**Roles & Responsibilities:**

* Handling of Pay Roll Register.
* Handling of Inventory Accounting.
* Debtors & Creditors Control, related correspondence for collections & Payments.
* Handling Cash and Bank Payments.
* Co-ordinating with vendors regarding Purchase Orders, Payments and Delivery.
* Handling all purchase and sales order.
* Individually handled project accounting with preparation of all related cost sheets and comparative analysis.
* Preparing MIS Reports.
* Preparation of Projected Financial Statement
1. **M/s.** **FIDELITY INFORMATION SERVICES PVT LTD**

Type of Industry : BPO Industry

Place : Powai - (Mumbai)

Post held : Team Member.

Period : January-2006 to December-2009.

1. **M/s**. **PARAMOUNT HEALTH SERVICE MANAGEMENT PVT LTD.**

Type of Industry : Service Industry

Place : Andheri (Chakal), (Mumbai)

Post held : Junior Account Executive

Period : January 2002 to December 2005

**EDUCATIONAL QUALIFICATION.**

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| --- | --- | --- | --- |
| **EXAMINATION** | **BOARD** | **PERCENTAGE** | **YEAR OF PASSING** |
| S.S.C | MUMBAI |  55% | MARCH 1995 |
| H.S.C. | MUMBAI |  42% | MARCH 1997 |
| T.Y.B.COM | MUMBAI |  50% | MARCH 2001 |

**TECHNICAL SKILLS:**

* Certificate course in DTP & MS- OFFICE.
* Certificate course in Accounting (Tally 7.2,Tally 9.0 and Tally ERP 9)
* Certificate in English Typing speed @ 30wpm

**PERSONAL DETAILS:-**

**Date of Birth** : 14th March, 1978.

**Gender** : Male.

**Marital Status** : Married.

**Languages Known** : English, Hindi, Marathi, Urdu, Arabic.

**Hobbies** : Reading, Listening Music.

 **Salary Expectation** : As per company.

**DECLARATION:**

I hereby declare that the above-mentioned details are true to best of my knowledge.

Place : Mumbai

Date : / /2017. Your’s Faithfully

 

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