**Taufiq (M.Com.)**

[**Taufiq.371297@2freemail.com**](mailto:Taufiq.371297@2freemail.com)

**CAREER OBJECTIVES**

To become a versatile professional molding to requirement and to work in an organization where I will get the scope for self and organization development.

**EDUCATION QUALIFICATION**

 B.Com. from Mumbai University - March 2006 (1st Class/72%).

 M.Com. from Mumbai University - April 2008

 GDC&A exam Appear in 2014

**COMPUTER KNOWLEDGE**

 **One Year advanced Diploma in Software Application Programming.("A" Grade=79%)**

Computer Fundamental, MS-DOS 6.22, Basic concept of Hardware Maintevaves. Windows 98, Office automation (Word, Excel, Power-Point, FoxPro Programming. Accountancy Package, ‘C', C++ Programming, D.T.P.Cource, Internet & Multimedia.)

 **One Year Diploma Of Information Technology:("A" Grade)** **ANJUMAN-I-ISLAM'S M.H. SabooSiddik Polytechnic Computer Centre, - Mumbai.**

Internet, Word, Excel, Power-Point, html & dhtml, ‘C' Programming access, Oracle, java script, visual basics, front page, photoshop, flash mx, dreamweaver, hardware & networking.

 **MSCIT with 93.93 %**

**Tally ERP-9 (Grade “A+”)**

**WORK EXPERIENCE**

**Company:-Iqbal A.Sayyid& company (Chartered accountant firm)**

**Position:-Account Assistant Duration:-May 2006 To June 2008**

**Responsibilities:-**

-Maintain All Accounting voucher entry,   
-Maintain Bank Reconcilation and Reconcilation of Debtors & Creditors,   
-Maintain Petty Cash Book & Internal Audit :Store and Accounts Book,   
-Maintain day to day Accounts &reporting Accountant on time to time,

-Maintain Journal Entry Sale, Purchase &Exp Invoice,

**Professional Skill**

-knowledge of Tally7.2&9.0 ERP & ERP Software.   
-Knowledge of Ms-Office, MS Excel, Internet

**Company:-Kawchli Associates (Tax consultant)**

**Position:-Accountant Duration:- June 2011 To March 2014(Morning)**

**Responsibilities:-**

-To train the junior accounting clerks.

-Recording transactions in daily basis in Tally, maintaining books of accounts.  
-Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement. Tds deduction, deposit and preparation return.   
-Prepare Sales, Purchase Register.  
-D-vat Reconciliation.   
-Dealing with Debtors & Creditors & preparing their Reconciliation Statements.  
-Maintaining Stock Register   
-Debit note, Credit note Register Maintain.

- Preparation and filing of Vat Return, Income Tax Return, Service Tax Return, TDS Return, EPF Return (Theoretical knowledge).  
- Other relevant Accounting works.

**COMPUTER SKILLS**

-MS Office (MS - Word, MS – PowerPoint, MS- Excel,   
-Knowledge in VLOOKUP, Count if, If condition, Pivot Table  
-Knowledge of Accounting Package – TALLY 9, 7.2.   
-Knowledge of TDS &I T Software\

**Company:-Hotel Poonam**

**Position:- Accountant cum supervisor Duration:- June 2011 To April-2016**

**Responsibilities:-**

-Making the data entries   
-Maintaining the invoice data.  
-Preparation of ledgers & regular accounting.  
-Assistance in the Final Accounts & Balance sheet.

**Technical Knowledge :-**

**-**Good knowledge of ms -excel

-Internet knowledge,mailing to clients

-Tally ERP-9

- -MS Office (MS - Word, MS – PowerPoint, MS- Excel,

### Company :-DUBAI LIBRARY DISTRIBUTORS – DUBAI

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(A leading distributor of a wide range of books and stationery products. Company has 19 unique retail

showrooms located in every state of U.A.E. Wholesale division over’s most of the stationery stores,

Hypermarkets and Department Stores. Besides, it’s having activities in most of the Middle East.)

**Position: - Account assistant location- Dubai**

**Duration: - June 2016 to present**

**Responsibilities:-**

* Day to day transaction entries.
* Finalization of accounts till preparation of Balance Sheet.
* Preparation of Bank / Party Reconciliation Statement.
* Handle the receiving, recording, filing and preparing deposit slips of checks.
* Issue receipt vouchers for cash, check and transfer payments received from customers.
* Prepare credit/debit notes on discounts, rebates, goods returned, space rental, and any other similar requests.
* Prepare aging statement for various customers based on the agreed credit terms.
* Proactive, performance driven young professional with excellent communication skills and the ability of providing systematic and disciplined customer support services.
* Self-driven personality capable of delivering results in adverse situations.

**ADDITIONAL DUTIES**

* Work with other departments to ensure timely and accurate information.
* Attention to detail and accuracy
* Monthly local stocktaking.
* Very good word processing and data entry skills

**PERSONAL DETAILS**

**Gender : Male**

**Nationality : Indian**

**State : Maharashtra -Mumbai**

**Marital Status : Married**

**Language known** : **English, Hindi, Urdu & Marathi**.

**Place Of Issue : DUBAI.**

**Visa : Employment**

**Declaration**:

I hereby declare that the above information is true and correct to the best of my knowledge.