***RESUME-ACCOUNTANT***

**IQBAL**

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**ACCOUNTANCY / ADMINISTRATION**

**Office Management – Supervision – Secretarial**

**A challenging position that will enable me to contribute to the organization goals availing an**

**opportunity** **for growth and advancement.**

**13 Years of Experience as an Accountant in Goa India**

**Key Skills:**

* Keeping accounts of customers account (Debtors)
* Keeping accounts of suppliers Account (Creditors)
* Preparing salary of all employees of the company (Payroll)
* Bank reconciliation statement (Banking)
* L/C’s Dept. (Import & Export) and procurement
* Cash flow periodic statement (in flow- out flow = net flow)
* Inventory control with Branches Account
* Trial Balance (Ledgers Balances)
* Trading, P&L Account & B/S
* Management Information system (MIS)
* Computers :- Ms Excel, Ms Word, Paint, Ms outlook E-mail
* Accounting : Tally Erp9
* All online services

**EDUCATION,**

* Bachelor of Science (B.Sc.), Dec-2006 from University of Kashmir.
* Diploma In financial Accounting (Six Months)
* Computers: Ms Office, Tally Erp.

**Past Work Experience:**

1. Worked as sales executive in CIE World for Six Months. (Selling Carpets, Jewellery and Handicrafts)

**In Goa India (September -2007- Till Date)** Accountant Executive: From September -2008 till date.

Joined as an executive and worked for First three years as a junior Accounts executive under the most experienced accountants and gained the rich experiences. Thanks to the company administration that recognised my work and promoted me to the senior accountant’s position.

Current Work Experience:

**Accountant cum Administrator:-**

* Daily monitoring of works, daily sales reports, purchase reports, ,execution of deliveries, posting transactions of the day to the accounts file, e-mailing, procurement, meeting with clients.

**Ledgers & Customer Accounts:**

* Processing invoices with corresponding
* Dealing with supplier enquires, keeping customer accounts
* Reconciling monthly supplier statements and issue of payments
* Recording journal entries Purchase A/C, Sales A/C, Expenses A/Other Income Purchase of fixed Assets.

**Banking:**

* Bank Reconciliations Statement, Checking recorded and banked remittances from customers.

**Payroll:**

* Maintaining Salary accounts of employees. Filling of PF etc.

**Taxation:**

* Preparing & Filling GST.
* Filling of TDS on time
* Prepared and electronically filed individual and small business income tax returns.
* Prepared and filled Individual Income Tax Returns, Self-Employed Income Tax Returns, and Resolved rejected Income Tax Returns.

Declaration:

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge and belief.