

Misbah Bulsari

Tally Professional Accountant

Sharjah

misbahbulsari6_wz6@indeedemail.com

0501758576

- Having Good Experience in Tally.ERP9 Release 6
- Good Knowledge of MS Office.
- Ability to handle multiple tasks and work independently as well as in a team.
- Ability to learn quickly and to correctly apply new tools and technology.
- Excellent communication, organization and interpersonal

Willing to relocate: Anywhere

Work Experience

Sales And Marketing Executive head

Apollo Industries - Gujarat, IN

September 2018 to November 2019

India•

- Responsible for coordinating with the existing client for the company.
- Solving the problem and queries of existing client.
- Meeting the new target customers and converting them into customers.
- Making daily call reports and sending them to the seniors.

Accountant and Inventory Manager

Shree Ram Electricals - Gujarat, IN

April 2018 to April 2018

India•

- Managing over all accounts with monthly and annual closure schedule; providing monthly financial statement and administrating the closing process.
- Experienced in cracking VAT as well GST with Tally ERP 9 software release 6.
- Filling up Tax returns for Audit purpose on monthly basis.
- Maintain Reconciliations, Payroll, Receivables and Payables.
- Over view uploading of shipments and planed storage layout.
- Check Shipment for accuracy and visible damage.
- Manage accurate labeling and organization of all inventories.
- Assisted with implementation of security and loss prevention strategies
- Preparing and presenting monthly management report on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis.

Tally Tutor and Career Councilor

KR Foundation - Gujarat, IN

January 2016 to December 2016

India•

- Provided on-going career counseling to very diverse group of student.
- Provided tally.ERP9 Release 6 training to accounting students

Education

MBA in Finance

Rajasthan Vidyapeeth - Udaipur, Rajasthan

2018

Bachelor of Commerce in Commerce

Veer Narmad South Gujarat University - Gujarat, IN

2016