MD ASLAM ANSARI

Q+91-8235256147, +91-7718940997

Current Location - India

Post applied for : Accountant
Total Experience : +4 Years

Experience in India : Jamal & Son's, Apex Construction, "Jamshedpur", &

Tribeni Construction Ltd "Kolkata".

Industry : Trading & Construction

Qualification Summary:-

To work in a challenging and result oriented position, which can give me better opportunities to utilize my present capabilities, enhance my knowledge base and skill for future establishment with continual improvement in organization.

- Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure
- A highly competent and multi skilled professional with excellent interpersonal and communication skills, competent to work in highly diverse environments with people from varied backgrounds.

Professional Skills:-

- ✓ Tally ERP 9.0 Software
- ✓ MS OFFICE (Word, Excel, PowerPoint)
- ✓ Knowledge of Sales Tax, TDS, Excise, Service Tax
- ✓ Knowledge of GST & VAT
- ✓ Internet Explorer & MS Outlook
- ✓ Team management

Academic Qualification:-

- Master Of Commerce from Kolhan University
- ► Bachelor Of Commerce from Kolhan University
- Class 12th from Co-operative College, Jamshedpur.
- Class 10th from Govind Vidhalaya (C.B.S.E New Delhi).

India Experience:-

➤ Worked as an Accountant with Jamal & Son's from 7th of August, 2018 to till continue in service.

Essential Duties and Responsibilities:-

- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Maintenance of accounts on day to day basis.
- Handling Payroll & Cash Counter in Software
- Invoice making in software, Handling Bank Works, Preparing Debit Notes & Credit Notes of the parties in excel.
- Inward Outward Entries in software & Correspondence with the companies in e-mail.
- Handling Personal Saving Bank & Company's Current A/c ledger entries in software.
- Reconcile Invoices, Bank Reconciliation, RTGS to the parties.
- TDS / Advance Tax monthly and Quarterly

GST handling in software, E-Waybill generating, etc.

Worked as an Accountant with Apex Construction from 17th of November 2014 to 15th of December 2016, Jamshedpur.

Essential Duties and Responsibilities:-

- In-charge of accounts payable department
- Overseeing balancing of accounts by new employees
- Preparing monthly journal reports on company expenses
- Examining and supervising cash reconciliation department
- In-charge of cash disbursement and filing of cash payable data
- Authorizing the release of cash to clients
- Preparing monthly billing reports for presentation during board meetings
- Training of new accounting employees on various duties
- Maintaining accounts, databases and daily billings in order and up to date
- Ensuring incoming revenues are handled in a timely manner
- Working closely with other junior accountants to ensure that duties run smoothly
- Working knowledge of MS Office

Worked as an Accountant Tribeni Construction Ltd . from 11th of March 2017 to 15th of April 2018 Kolkata. Essential Duties and Responsibilities:-

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to
 ensure accuracy and adherence to reporting and procedural standards
- Maintain the general ledger operations
- Support the month end close process
- · Audit, process and pay vendor invoices in an accurate and timely manner
- · In-charge of cash disbursement and filing of cash payable data
- Reconcile invoices to purchase orders and bill customers
- Preparing monthly billing reports for presentation during board meetings
- Resolve AP and AR problems with vendors
- Maintaining accounts, databases and daily billings in order and up to date
- Collect, categorize, calculate, verify and enter data to maintain accurate records having working knowledge in GST
- Generating work order and purchase order as per requirement
- Maintaining proper Banking Transactions through monthly BRS
- Solid working knowledge of MS Office with a strong level of proficiency in Excel

Personal Details:-

Date of birth : 13-07-1990 Father's name : Md Sohail Ansari

Nationality : Indian
Religion : Islam
Gender : Male
Marital Status : Single

Languages Known : English, Hindi and Urdu.

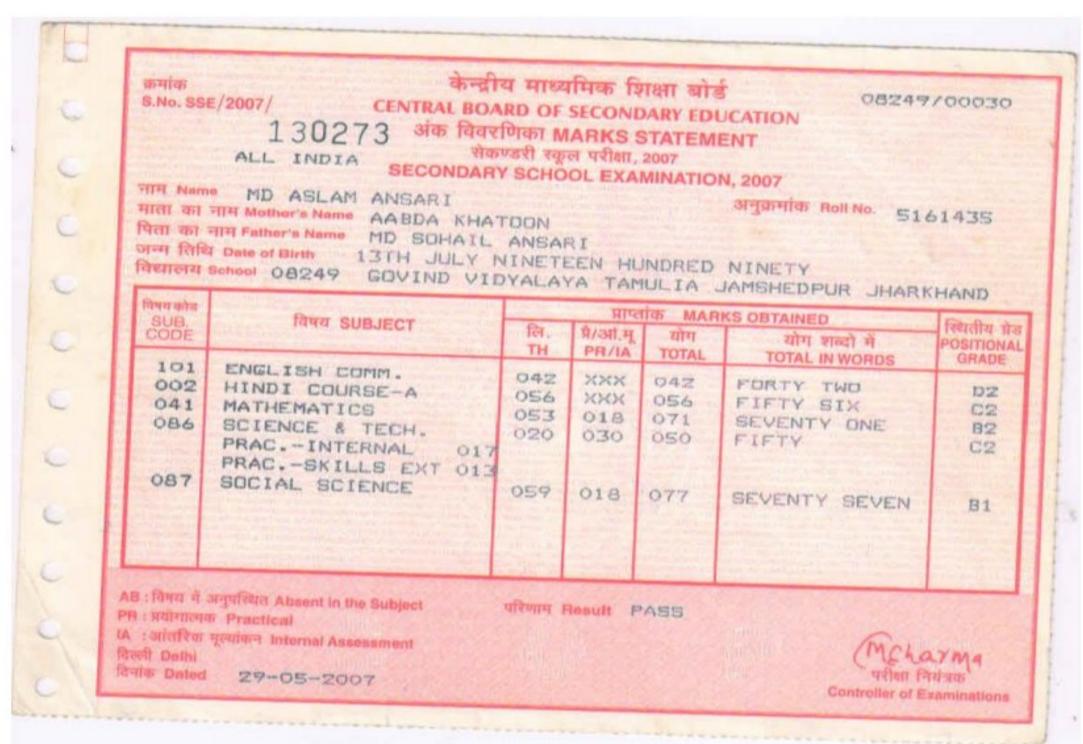
Passport Information:-

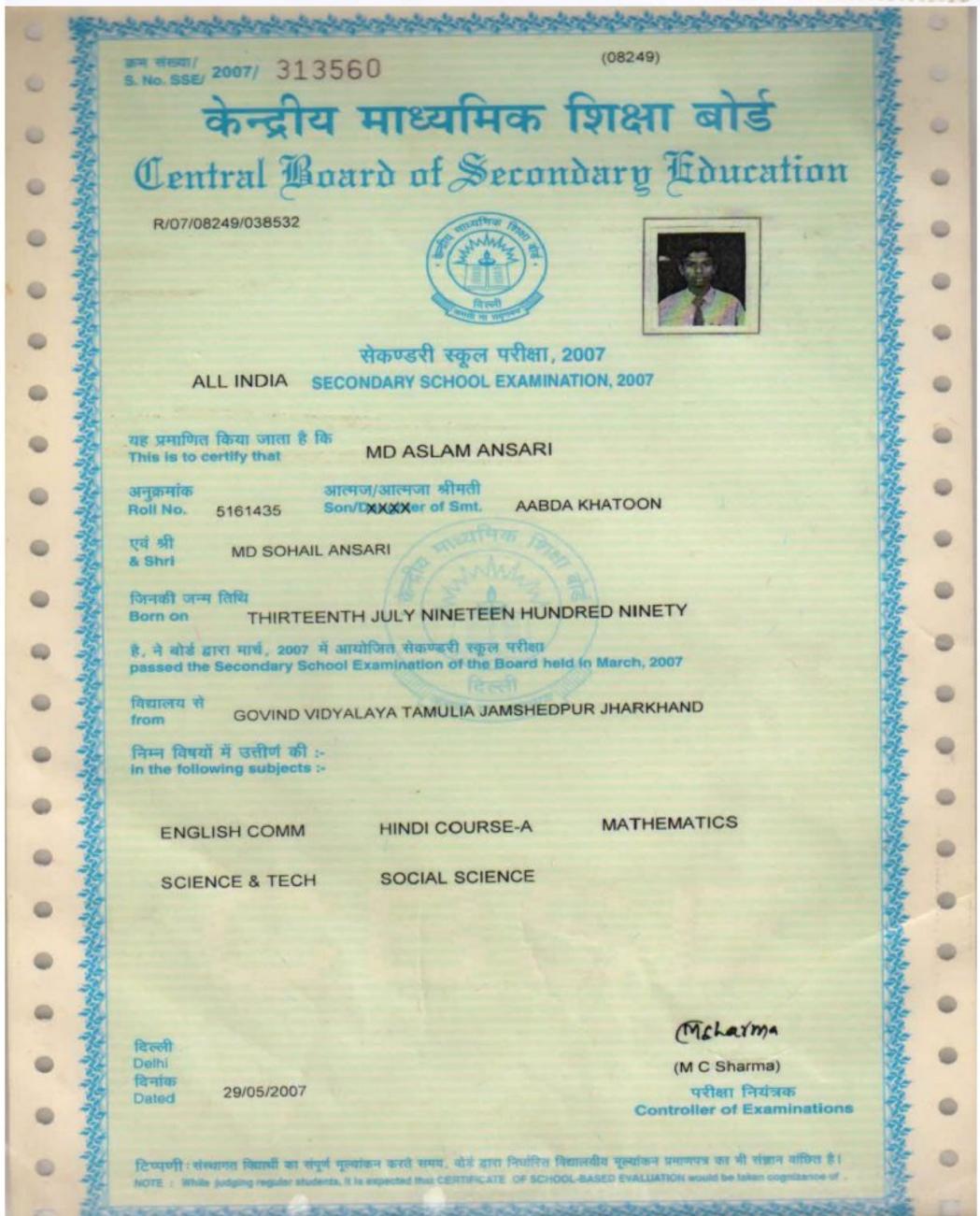
Passport No : M1746216

Date of Issue : 16-10-14

Date of Expiry : 15-10-24

Place of Issue : Ranchi







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INTERMEDIATE EXAMINATION - 2009 MARKS STATEMENT

The following are the marks obtained by MD ASLAM ANSARI

Roll Code 9202 Roll No. 20218 Registration No.

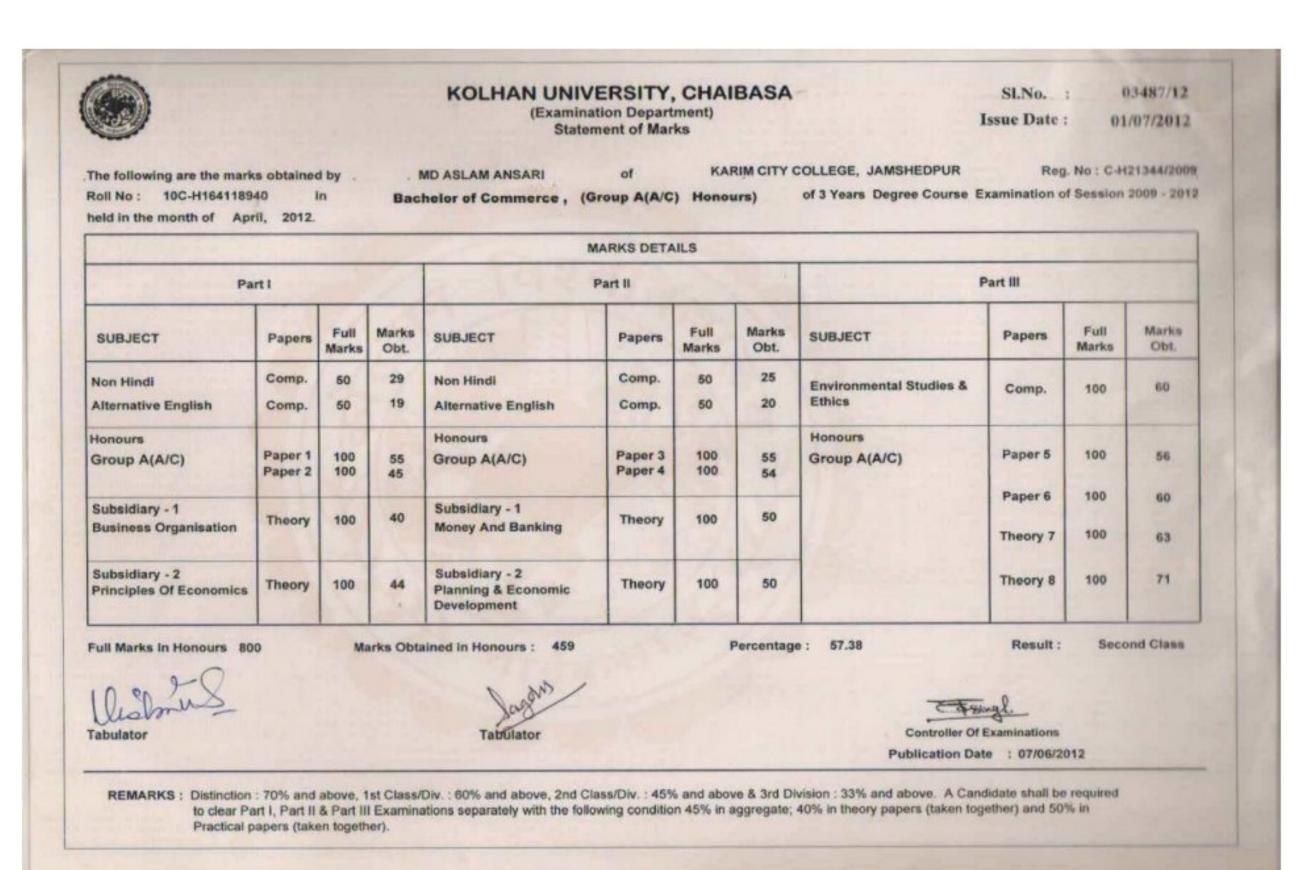
College / +2 School JAMSHEDPUR CO-OPERATIVE COLLEGE

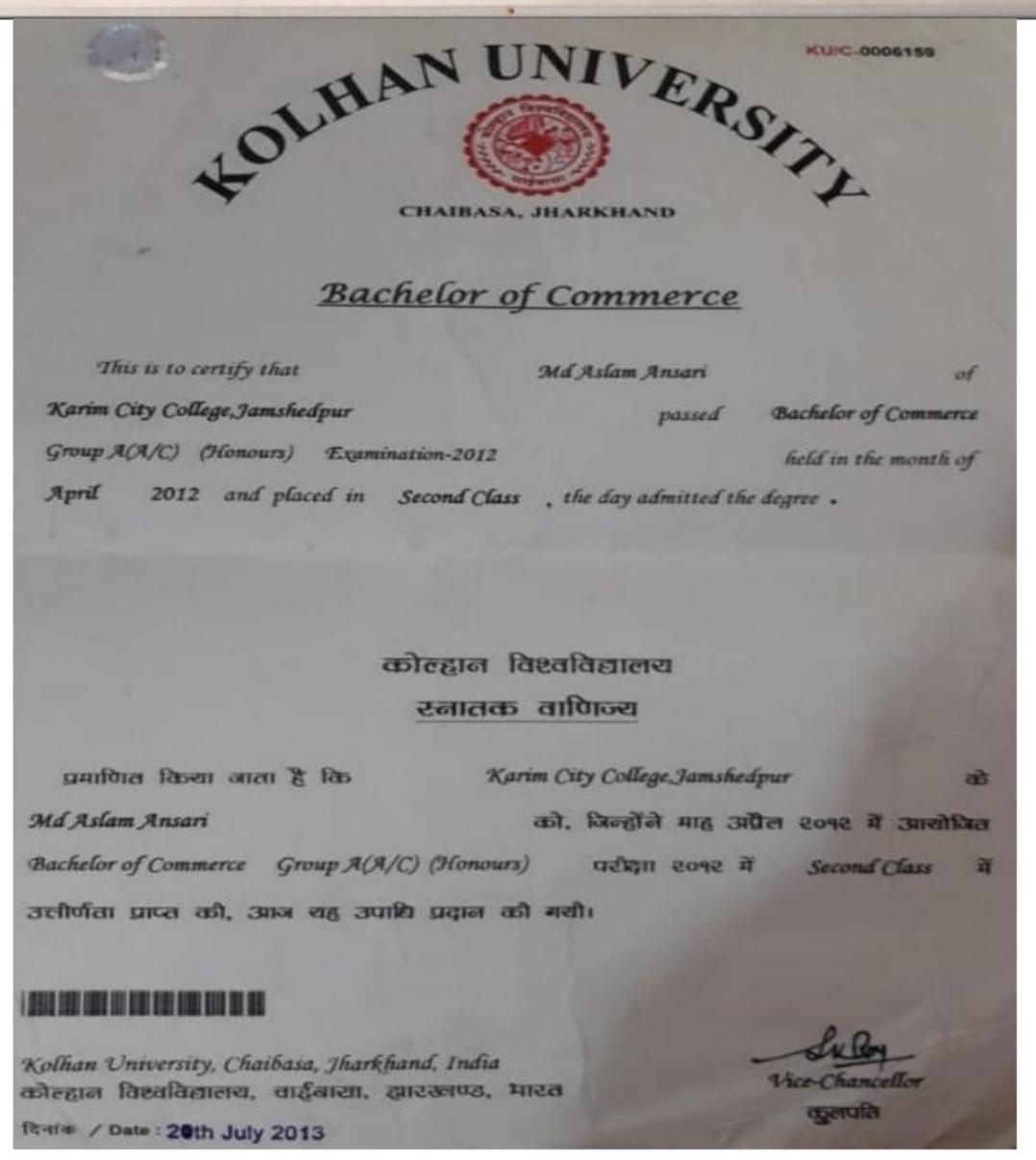
DT-SINGHBHUM(E)

Intermediate of COMMERCE Examination, 2009 held in the month of February, 2009

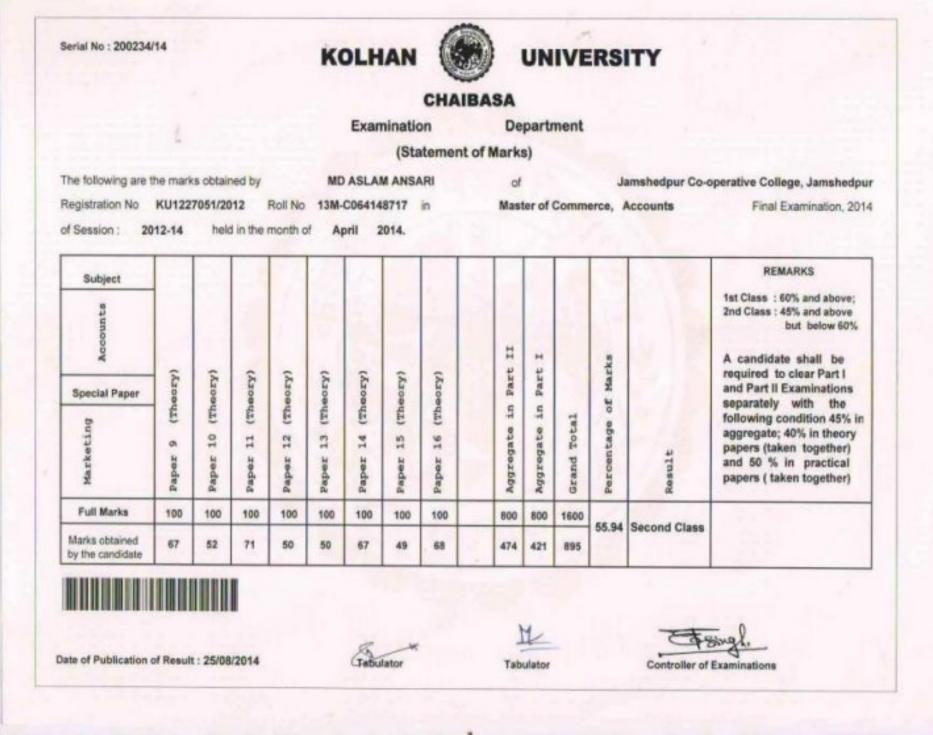
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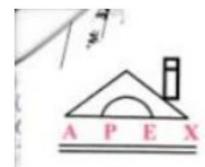












APEX CONSTRUCTION

ENGINEERS & CONTRACTOR

Civil Engg. Consultancy, Planning, R.C.C, Designing, Estimating & Coasting Opp. Rd. No. 16 & 17, Old Purulia Rd., Zakirnagar (W), Azadnagar, Jamshedpur

Ref No: ACE&C/A-02/076 /16

Date: 21/11/2016

To Whom It May Concern

This is to certify that Mr. MD ASLAM ANSARI Son of Mr. MD SOHAIL ANSARI had worked in this organization as an "ACCOUNTANT" during the period from 17th November 2014 to 15th November 2016.

During the service he is executing his duties and responsibilities with full care dedication and royalty. He bears a good moral character.

This experience certificate is being issued on his own request for his better prospects.

We wish him all the successes in his future endeavors.

FOR: APEX CONSTRUCTION ENGG. CONTRACTOR

HR & ADMIN MANAGER



Ref: TCL/WEBTEC/ACC/18 Date: 07 .05.18 ribeni constructions LTD.

New Town Square, Office No.: 4M Chinar Park, New Town, Rajarhat Kolkata - 700 136 CIN: U45209AS2000PLC006108 Ph.: 033-2570 0020 / 9073904818 E-mail: kolkata@tribeni.in Website: www.tribeni.in

TO WHOM IT MAY CONCERN

This is certify that Mr. MD ASLAM ANSARI worked in our organization as an ACCOUNTANT since 11/03/2017 to 15/04/2018.

During the above working period he performed his duties and responsibilities with full care.

This service certificate is being issued to him on his own request for better prospect, we have no objection if he will join elsewhere in India or Abroad.

We wish him all success in his future.

For Tribeni Constructions Ltd

Authorised Signatory



