

MD ASLAM ANSARI

☎+91-8235256147, +91-7718940997

✉ aslamrehan927@gmail.com

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 Vidyalaya (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

क्रमांक
S.No. SSE/2007/

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

08249/00030

130273 अंक विवरणिका MARKS STATEMENT

ALL INDIA

सेकण्डरी स्कूल परीक्षा, 2007
SECONDARY SCHOOL EXAMINATION, 2007

नाम Name MD ASLAM ANSARI

माता का नाम Mother's Name AABDA KHATOON

पिता का नाम Father's Name MD SOHAIL ANSARI

जन्म तिथि Date of Birth 13TH JULY NINETEEN HUNDRED NINETY

विद्यालय School 08249 GOVIND VIDYALAYA TAMULIA JAMSHEDPUR JHARKHAND

अनुक्रमांक Roll No. 5161435

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लि. TH	प्रे/आ.मू. PR/IA	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
101	ENGLISH COMM.	042	XXX	042	FORTY TWO	D2
002	HINDI COURSE-A	056	XXX	056	FIFTY SIX	C2
041	MATHEMATICS	053	018	071	SEVENTY ONE	B2
086	SCIENCE & TECH. PRAC.-INTERNAL 017 PRAC.-SKILLS EXT 013	020	030	050	FIFTY	C2
087	SOCIAL SCIENCE	059	018	077	SEVENTY SEVEN	B1

AB : विषय में अनुपस्थित Absent in the Subject

PR : प्रयोगात्मक Practical

IA : आंतरिक मूल्यांकन Internal Assessment

दिल्ली Delhi

दिनांक Dated 29-05-2007

परिणाम Result PASS

M Sharma
परीक्षा नियंत्रक
Controller of Examinations

क्रम संख्या/
S. No. SSE/ 2007/ 313560

(08249)

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education

R/07/08249/038532

सेकण्डरी स्कूल परीक्षा, 2007
ALL INDIA SECONDARY SCHOOL EXAMINATION, 2007

यह प्रमाणित किया जाता है कि
This is to certify that MD ASLAM ANSARI

अनुक्रमांक
Roll No. 5161435

आत्मज/आत्मजा श्रीमती
Son/Daughter of Smt. AABDA KHATOON

एवं श्री
& Shri MD SOHAIL ANSARI

जिनकी जन्म तिथि
Born on THIRTEENTH JULY NINETEEN HUNDRED NINETY

है, ने बोर्ड द्वारा मार्च, 2007 में आयोजित सेकण्डरी स्कूल परीक्षा
passed the Secondary School Examination of the Board held in March, 2007

विद्यालय से
from GOVIND VIDYALAYA TAMULIA JAMSHEDPUR JHARKHAND

निम्न विषयों में उत्तीर्ण की :-
in the following subjects :-

ENGLISH COMM HINDI COURSE-A MATHEMATICS

SCIENCE & TECH SOCIAL SCIENCE

दिल्ली
Delhi

दिनांक
Dated 29/05/2007

M Sharma
(M C Sharma)
परीक्षा नियंत्रक
Controller of Examinations

टिप्पणी : संस्थागत विद्यार्थी का संपूर्ण मूल्यांकन करते समय, बोर्ड द्वारा निर्धारित विद्यालयीय मूल्यांकन प्रमाणपत्र का भी संज्ञान राखित है।
NOTE : While judging regular students, it is expected that CERTIFICATE OF SCHOOL-BASED EVALUATION would be taken cognizance of.



JHARKHAND ACADEMIC COUNCIL RANCHI

INTERMEDIATE EXAMINATION - 2009 MARKS STATEMENT

M. S. No. : 010654

The following are the marks obtained by **MD ASLAM ANSARI**

College / +2 School **JAMSHEDPUR CO-OPERATIVE COLLEGE
DT-SINGHBHUM(E)**

Roll Code **9202** Roll No. **20218** Registration No. **RC-0338-07** at the Annual

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



SUBJECT NAME	Full Marks	Pass Marks	MARKS OBTAINED			R		Result
			Theory	Practical	Total	Th.	Pr.	
01. COMPULSORY CORE LANGUAGE :								
ENGLISH A	100	033	060		060			
02. COMPULSORY / ELECTIVE :								
ACCOUNTANCY	100	033	046	015	061			
BUSINESS STUDIES	100	033	070		070			
03. OPTIONAL :								
ECONOMICS	100	033	040		040			
BUSINESS MATHEMATICS	100	033	061		061			
04. ADDITIONAL :								
Aggregate Marks 500	TWO HUNDRED NINETY TWO				292			2ND DIVISION

Date : 30-05-2009

Secretary

पंजीयन संख्या
Registration No.

RC-0338-07

अनुक्रमांक
Sl. No. 09 JAC

008316

झारखण्ड अधिविद्य परिषद् Jharkhand Academic Council राँची RANCHI



प्रमाणित किया जाता है कि **MD ASLAM ANSARI**

माता श्रीमती **ABDA KHATOON**

श्री **MD SOHAIL ANSARI**

क्रमांक **20218**

आयोजित 2009 की वार्षिक इन्टरमीडिएट

JAMSHEDPUR CO-OPERATIVE COLLEGE

SECOND

श्रेणी में उत्तीर्ण की है।

रोल कोड **9202**

ने झारखण्ड अधिविद्य परिषद् द्वारा

COMMERCE

परीक्षा
से

This is to certify that **MD ASLAM ANSARI**

Son/daughter of **Abda Khatoon**

& **MD SOHAIL ANSARI**

Roll Code **9202** Roll No. **20218**

Annual Intermediate of **COMMERCE**

2009 conducted by the Jharkhand Academic Council

from **JAMSHEDPUR CO-OPERATIVE COLLEGE**

was placed in **SECOND**

Division.

राँची **208316**

RANCHI

तिथि

Date : **2nd September, 2009**

passed the
Examination,

and

Secretary

सचिव
Secretary



KOLHAN UNIVERSITY, CHAIBASA
(Examination Department)
Statement of Marks

SLNo. : 03487/12
Issue Date : 01/07/2012

The following are the marks obtained by **MD ASLAM ANSARI** of **KARIM CITY COLLEGE, JAMSHEDPUR** Reg. No : C-H21344/2009
Roll No : 10C-H164118940 In **Bachelor of Commerce, (Group A(A/C) Honours)** of 3 Years Degree Course Examination of Session 2009 - 2012
held in the month of April, 2012.

MARKS DETAILS											
Part I				Part II				Part III			
SUBJECT	Papers	Full Marks	Marks Obt.	SUBJECT	Papers	Full Marks	Marks Obt.	SUBJECT	Papers	Full Marks	Marks Obt.
Non Hindi	Comp.	50	29	Non Hindi	Comp.	50	25	Environmental Studies & Ethics	Comp.	100	60
Alternative English	Comp.	50	19	Alternative English	Comp.	50	20				
Honours				Honours				Honours			
Group A(A/C)	Paper 1	100	55	Group A(A/C)	Paper 3	100	55	Group A(A/C)	Paper 5	100	56
	Paper 2	100	45		Paper 4	100	54		Paper 6	100	60
Subsidiary - 1				Subsidiary - 1					Theory 7	100	63
Business Organisation	Theory	100	40	Money And Banking	Theory	100	50		Theory 8	100	71
Subsidiary - 2				Subsidiary - 2							
Principles Of Economics	Theory	100	44	Planning & Economic Development	Theory	100	50				

Full Marks In Honours : 800 Marks Obtained In Honours : 459 Percentage : 57.38 Result : Second Class

Tabulator

Tabulator

Controller Of Examinations
Publication Date : 07/06/2012

REMARKS : Distinction : 70% and above, 1st Class/Div. : 60% and above, 2nd Class/Div. : 45% and above & 3rd Division : 33% and above. A Candidate shall be required to clear Part I, Part II & Part III Examinations separately with the following condition 45% in aggregate; 40% in theory papers (taken together) and 50% in Practical papers (taken together).

KOLHAN UNIVERSITY
CHAIBASA, JHARKHAND

Bachelor of Commerce

This is to certify that **MD ASLAM ANSARI** of
Karim City College, Jamshedpur passed **Bachelor of Commerce**
Group A(A/C) (Honours) Examination-2012 held in the month of
April 2012 and placed in **Second Class**, the day admitted the degree.

कोल्हान विश्वविद्यालय
स्नातक वाणिज्य

प्रमाणित किया जाता है कि **Karim City College, Jamshedpur** के
MD ASLAM ANSARI को, जिन्होंने माह अप्रैल २०१२ में आयोजित
Bachelor of Commerce Group A(A/C) (Honours) परीक्षा २०१२ में **Second Class** में
उत्तीर्णता प्राप्त की, आज यह उपाधि प्रदान की गयी।



Kolhan University, Chaibasa, Jharkhand, India
कोल्हान विश्वविद्यालय, चाईबासा, झारखण्ड, भारत
दिनांक / Date : 20th July 2013

Vice-Chancellor
कुलपति



Serial No : 200234/14

KOLHAN UNIVERSITY
CHAIBASA
Examination Department
(Statement of Marks)

The following are the marks obtained by **MD ASLAM ANSARI** of **Jamshedpur Co-operative College, Jamshedpur**
Registration No **KU1227051/2012** Roll No **13M-C064148717** in **Master of Commerce, Accounts** Final Examination, 2014
of Session : **2012-14** held in the month of **April** 2014.

Subject	Paper 9 (Theory)	Paper 10 (Theory)	Paper 11 (Theory)	Paper 12 (Theory)	Paper 13 (Theory)	Paper 14 (Theory)	Paper 15 (Theory)	Paper 16 (Theory)	Aggregate in Part II	Aggregate in Part I	Grand Total	Percentage of Marks	Result	REMARKS
Accounts														1st Class : 60% and above; 2nd Class : 45% and above but below 60%
Special Paper														A candidate shall be required to clear Part I and Part II Examinations separately with the following condition 45% in aggregate; 40% in theory papers (taken together) and 50 % in practical papers (taken together)
Marketing														
Full Marks	100	100	100	100	100	100	100	100	800	800	1600	55.94	Second Class	
Marks obtained by the candidate	67	52	71	50	50	67	49	68	474	421	895			

Date of Publication of Result : 25/08/2014

Tabulator
Tabulator
Controller of Examinations



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



New Town Square, Office No. : 4M
Chinar Park, New Town, Rajarhat
Kolkata - 700 135
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



BLANKET LETTER
FOR THE
AUTHORISED SIGNATORY
FOR THE
AUTHORISED SIGNATORY

