

Mohammad Anwar Ansari

E-134, 3rd Floor,

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Profile Summary

Highly motivated, deadline-committed, goal-driven Executive Business Development with Six years of experience. Proven track record of excellence. Some of my core skills include Tendering, Accounts Receivable, Account Payable, Bank and Vendor reconciliation, Journal Entries, and Invoicing.

Work Experience

Tulip Compression Pvt. Ltd., Delhi • July 2017 – Till now

Executive Business Development

Tulip Compression is a single-window solution provider to natural gas distribution sector. Tulip compression package natural gas compression equipment and provide lifecycle comprehensive operation and maintenance services.

- Search for new business in form of Tenders in Newspapers & web portals.
- Tender studying, qualification criteria, and the scope of work.
- Preparation of Tender Summary Pre-bid quires and response evaluation
- Preparation of all tender forms & formats and commercial documents.
- Preparation BEC (Bid Evaluation Criteria) compliance and supporting docs.
- Manage Bank Guarantee and financial instruments.
- Technical Query and Commercial Query replies.
- Expertise in planning, coordinating, and executing tender processes from initiation to submission.
- Knowledge of E-tender and Manual Submission.
- Entered all Business inquiry and quotation in SAP.
- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Performing day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Preparing receivable MIS and presentation for weekly receivable meetings.
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Review, process, and reconcile employee reimbursements such as expense claims, housing advances, and travel payments.

- Process payments and documents such as Cash invoices, journal vouchers, employee reimbursements, payable cheques, bank statements, and outgoing bank transfers.
- Prepare journal entries for approval and employee deductions
- Manage and reconcile the petty cash fund for supplies and services or for employee reimbursements. Reconcile petty cash accounts
- Summary & Timely Payments of Compliances like GST, TDS, ESIC & EPF.
- Assist concerned consultants by making required details for monthly/ Quarterly/ Annual Returns of GST,TDS.

Education

Academic Qualification

- M. Com from Dr. Ram Manohar Lohia Awadh University, Faizabad in 2016
- B. Com from Dr. Ram Manohar Lohia Awadh University, Faizabad in 2014
- 12th from UP Board in 2011
- 10th From UP board in 2009

Other Qualifications

- One Year Certified Professional Computer Accountant from National Institute of Finance and Accounts, Lucknow- U. P.
- Certificate Course on Computer Concepts (CCC) From DOEACC
- Other Skills- Microsoft Office, Tally ERP.9, SAP.

Skills

- Pre-sales tendering, SAP Sales and Distribution (SD), Punctuality, Problem Solving, Hard working, Teamwork, Leadership, Journal Entries, Ledger Posting, Accounts Receivable, TDS, GST, MIS Preparation, Bank Reconciliation, Vendor Reconciliation, Ledger Reconciliation, Delivery Challan, Invoicing, Book Keeping, Microsoft Office (PowerPoint, Word, Excel)

Hobbies

- Photography, Traveling, Foodie, Cooking, Cricket, Bike or Car riding.

Personal Details

- Name: Mohammad Anwar Ansari
- Father Name: Mr. Abrar Ansari
- DOB: 06/03/1993
- Married

Dated:

(Anwar Ansari)