

## Curriculum

### MUSAIB LIYAKAT BAGDADI



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#### PROFESSIONAL OVERVIEW:

I have been provided a solid foundation of disciplines, values and work ethics. This combined with my enthusiasm and a desire to succeed allows me to perform and respond efficiently and effectively to the demands of various business environments.

#### CAREER OBJECTIVE:

I am seeking a position that will provide me the opportunity to obtain a career growth oriented position by setting standards of excellence and to help the company achieve its objectives and boost its corporate image.

#### EXPERIENCE:

**Worked as Accountant in N.D.Ghag & Associates from March 2019 till March 2020.**

#### DUTIES

- All data entries pertaining to Sales, Purchase, Petty Cash, Expenses, JV, Bank etc. using Tally Software
- Recording of day to day transaction.
- Recording Utility bills, releasing payments & Sending & responding email to the bank as per need.
- Accounting in Tally ERP.9 of different expenses and income bills.
- Prepaid bank reconciliation statement.
- Reported to Senior Accountant.
- Sale and purchase entries.
- Calculate month-end and year-end closing.
- Making payment clearing cheques payment.
- Passing journal entries in the books of accounting.
- Passing accounting entries of debtors & vendors bills.
- Maintain accurate accounting record including journal entries, accounts payable & accounts receivable

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### **Educational Background:**

#### **Bachelor of Commerce:**

University *Mumbai Maharashtra, India.*

June 2016-April 2019

### **Key Strength:**

- Self-motivated, Self-confident & Motivating People
- Strong Work Ethic
- Time Management
- Ability to work under pressure

### **Relevant Technical Skills:**

- MS Word: Excellent skills in editing, typing and maintaining documents.
- MS Excel: Excellent skills to create and maintain excel sheets on daily bases.
- Tally ERP.9: Excellent working knowledge of TallyERP.9

### **Relevant Languages:**

- English: Proficiency in speaking and writing
- Urdu: Mother language
- Hindi: Bilingual Proficiency

### **PERSONAL DETAILS:**

Date of Birth	:	28 Jan 1998
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Passport No	:	S3767371
Language	:	English, Hindi, Urdu & Marathi
Visa Status	:	Valid till 30Nov 2022 currently
working with Golden tag readymade Garment trading L.L.C since last 3months.		