



IBRAHIM AKHTAR

ACCOUNTANT

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Age: 25 yrs

Marital status: Single

Visa Status: Tourist Visa till 10th Jan 2022

PROFILE SUMMARY:

Want to secure a responsible position in accounting & VAT taxation with experience of 3 yrs and serve as an account representative sharing my breadth of experience and abilities affecting mutual employee and employer growth and success.

SKILLS & EXPERTISE:

- Tally ERP 9
- VAT
- GST Taxation
- Proficiency with MS Office
- Statutory Reporting
- Bookkeeping
- Accounts payable
- General ledger entry
- Reconciliation
- Relationship development
- Planning and Organizing
- Analytical & problem solving
- Communication
- Innovative
- Quick learner
- Motivated
- Teamwork

WORK EXPERIENCE:

ACCOUNTANT & TAX PREPARER

WOW India Corporation

Mumbai, India | Sept 2020 to Sept 2021

- Preparation of Local Purchase Order (LPO) as per the requirement.
- Posting Sales & Purchase invoices etc.
- Preparation of Goods & Services taxation as per the govt policies Returns & Filing them on time.
- Handling the Registration, Processing & Procedure of GST Tax.
- Calculating TDS & TCS as per the Tax Law and making payment on time.
- Preparing and filing the Income Tax Returns (ITR) of the company.
- Inform clients of the important papers and documentation required to correctly complete Tax forms.
- Handling vendor's payments as per the agreed payments terms.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.

ASSISTANT ACCOUNTANT

Hanglas Restaurants Pvt.Ltd.

Mumbai, India | June 2019 to March 2020

- Enter data, type, generate work orders, handle phone calls and incoming mail, File GST Online, maintain files, prepare correspondence and reports.
- Working with bookkeeping software (Tally ERP 9) Handling sensitive or confidential information with honesty and integrity.
- Maintained accurate and complete documentation for all department procedures.
- Reconciled all company accounts, including employee expenses, and commissions, preparing MIS.
- Reconcile the online sales reports & stocks on daily basis, review general ledger entries, and assess accuracy.
- Handle accounts, make bank deposits, maintain ledgers, pay bills, prepare financial statements & reports, reconcile a bank account, set up cash box for office expenses, assure expenditures are in accordance, keep the management informed as to balances of internal accounts.

HOBBIES:

- READING
- TRAVELING
- GYMING
- SWIMMING
- MUSIC

LANGUAGE:

- ENGLISH
- HINDI
- URDU

JUNIOR ACCOUNTANT & GRN CREATOR

Niton Valve Industries Pvt. Ltd.

Mumbai, India | Oct 2017 to May 2019

- Accurately documented all cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Completed daily cash functions like account tracking, donating, and all types of cash and banking reconciliations with 100% accuracy
- Reviewed accounts, tracked recurring expenses for accrual entry.
- Compiled general ledger entries on a short schedule with 100% accuracy.
- Bank reconciliation on monthly basis.
- Goods Received Notes (GRN) creator on a daily basis

ACADEMIC BACKGROUND:

- **Bachelor's of Commerce(b.com)**
Mumbai University, India
2014 – 2017
- **Higher Secondary School**
Maharashtra Board
India
2012-2014
- **High School**
ICSE Board
India
2011

CERTIFICATION:

- **Advance Office Automation & Financial Accounting**
Keerti Institute Pvt. Ltd.
Mumbai, India.
- **Enrolled in E-tax Pro Plus & Accounting**
ITAA Institute Pvt. Ltd.
Mumbai, India.
- **Pursuing ACCA (The Association of Chartered Certified Accountants)**
VG Learning Destination
Delhi, India.