



TAISEER AHMED

ACCOUNTANT

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To work in an organization that provides an opportunity to acquaintance and experience..wish to optimally utilize my potential and add value to the organization.

PROFESSIONAL SYNOPSIS

- B Com graduate with overall 4 years of experience in general accounting, Reconcile financial ledgers and records. ; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules
- As an accountant it highlights duties like Preparing bank reconciliations and related journal entries for a variety of accounts.
- A proactive and result oriented professional with experience and successful track record in creating new relationship and maintaining good relations to generate repeat business
- Effective communicator with strong analytical, negotiation, problem solving skills.
- Confident team player, able to motivate and communicate to achieve exceptional business performance.

Professional Experience.1:

Worked as an **Accountant** in KB Group of company in Karnataka, India for the period of 2 years. (May 2017 to July 2019).

Experience.2:

Worked as an **Accountant** in Kwick Bikes And Car in Karnataka, India for the period of 18 months (December 2019 to August 2021)

Job role:

- Prepare and maintain monthly local depository bank reconciliations.
- Managed Petty cash ledger and prepare petty cash replenishment.
- Prepare and process Vendors/Suppliers, Staff and Sub-recipients Cheque's on time.
- Accurately entering customers account in the system for the A/R function.
- Prepare and maintain monthly local depository bank reconciliations
- Managed Petty cash ledger and prepare petty cash replenishment.

- Preparation of cash voucher for cash collected and deposited into bank account.
- Follow up daily cash activities to keep expenses in check on monthly basis
- Working closely with Administrative staff for verifying assets and inventory physically.
- Prepare inventory report on monthly basis after verifying inventory.
- Maintained effective communication links with clients, banks, and managers regarding accounts available for monthly audits.
- Generated cash control reports for senior managers for end-of-the-month reviews to account for variances in each facility.

Technical Skills:

- M.S. Office
- Well versed in Quick Books, Tally ERP, and Peachtree.
- Working knowledge in all accounting software

Academic Details:

B.Com (bachelor of commerce)

(Anjuman Degree College Karnataka, India)

PUC. (Pre University College)

(Anjuman Degree College Karnataka, India)

SSLC. (Touheed Public School Karnataka, India)

Personal Details:

Date of Birth : 29-Nov-1996

Father's Name. : Jaffar Basha

Permanent Address : Madeena Colony Near Khadi Machine

Mina Road Bhatkal Karnataka

Nationality. : India

Languages Known : English, Hindi, kannada,Urdu.

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