

Asif

Accountant

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Khutar Uttar Pradesh, INDIA

I am a professional accountant intending to complete the objectives provided. I have presented good attitude till today and positive way to engage with people for development of both side.

KEY SKILLS

PROJECT TECHNIQUES

PREPARING LIABILITY STATEMENT

COMPANY FORMATION

GENERAL ACCOUNT & LEDGER ENTRY

COST ACCOUNTING

DIRECT & INDIRECT TAXATION

SOFTWARES

TALLY

QUICKBOOKS

MICROSOFT OFFICE

LEADERSHIP

TEAM MANAGEMENT

PRESENTATION

PROFESSIONAL EXPERIENCE

Accountant

RT TRICONE DESIGN AND BUILD CONTRACTORS MUMBAI

TRICONE DESIGN STUDIO LLP MUMBAI (June 17 – Present)

Current Project

❖ **SBUT CLUSTER 1 BHENDI BAZAR MUMBAI**

- Handling of Petty cash.
- Salary Preparation.
- Invoice Generating.
- EPF & ESIC calculation & Payment
- Filing GST.
- Filling TDS Return.
- Form 16 And 16A Generating
- To prepare bank reconciliation statement.
- General account & ledger entry. .

- To co-ordinate with bank.
- Accounts Payable and Receivable .
- To prepare the activity Schedule of work according to HOD.

Accountant

Tricone INC (SAUDI ARABIA, RIYADH) June 17 – Present

- To prepare bank reconciliation Statement.
- Invoice Generating.
- VAT Return Filing
- General account & ledger entry.
- Salary Preparation.
- Hajj expenses entry.
- Voucher examination.

Junior Accountant

❖ SK Tour and Travels Andheri Mumbai (Sep-2016 to Mar-2017)

- Handling Petty Cash.
- Preparing driver's salary with incentives and bonus.
- Making Fund Flow and Cash Flow report.
- Client ledger maintain.
- Managing cars maintenance.

QUALIFICATIONS

Educational Qualifications

- B.Com From C.S.J.M. University, Kanpur UP (2015)
- Intermediate from UP Board Allahabad (2012)
- High School from UP Board Allahabad (2010)

Professional Qualifications

- Course on Computer Concept from NIELIT
- Tally From ICA Andheri Mumbai
- Intuit QuickBooks From ICA Andheri Mumbai
- Business Correspondent (BC) from Indian Institute of Banking & Finance.
- VAT Implementation In Saudi Arabia (Online 6 Hours)

PERSONAL INFORMATION

Name : Asif
DOB : 08th April, 1994
Address : #64Bajariya, Khutar Khas Shahjahanpur-242405
Nationality : Indian
Passport No. : P2069799
Total Work Exp. : 4 Years & 1 month.
Languages Known : Hindi, English,Urdu, Arabic and Panjabi.

INTEREST AND ADDITIONAL INFORMATION

Sports :- Chess, Cross Puzzle, Badminton.
Activities :- Travelling, Cooking And Book reading.

Declarations

I, Asif hereby affirm that all the details presented above are true and accurate, to the best of my knowledge.

Place: Mumbai

Asif