

# Mohammad Anwar Ansari

E-134, 3<sup>rd</sup> Floor,

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## Profile Summary

Highly motivated, deadline-committed, goal-driven Executive Accounts & Finance with more than 6 (Six) years of experience. Proven track record of excellence. Some of my core skills include Bank and Vendor reconciliation, Journal Entries, Invoicing, Accounts Receivable and Account Payable.

## Work Experience

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

*Executive – Accounts & Finance*

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.

- Manage all accounting transactions including preparation of invoices, posting, and tracking in accounting system
- Maintaining accounting records, making copies of supporting documents, filing documents, etc.
- Assist in the preparation and maintenance of financial records, including general ledgers, balance sheets, and income statements.
- Performing day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Process payments and documents such as Cash invoices, journal vouchers, employee reimbursements, payable cheques, bank statements, and outgoing bank transfers.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Handling petty cash and bank deposits (cash / cheques, etc)
- Prepare excel reports (MIS) presentations to support finance team
- Reconcile accounts payable and accounts receivable
- Conduct audit work (review transactions and source documents and analyze internal controls)
- Work closely with senior accountants to ensure accurate and timely financial reporting.
- Summary & Timely Payments of Compliances like GST, TDS.
- Assist concerned consultants by making required details for monthly/ Quarterly/ Annual Returns of GST,TDS.

## Education

### Academic Qualification

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

### 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

## Skills

- 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
Marital Status	:	Married
Language	:	Hindi & English

Dated:

(Anwar Ansari)