

Name: Mohammad Shahnawaz

Employer: *R.H. International*

Role & Designation: Accounts Executive (F&A).

Expected Salary: Open for Negotiation

Experience: 6 Years' experience in Finance, Accounting, Taxation and other statutory compliance.

CURRICULUM VITAE

CAREER OBJECTIVE

To achieve position in middle level management and to remain competitive in Finance, accounts and reporting through continuous up gradation of knowledge and experience.

ACADEMIC QUALIFICATIONS

Class/Degree	Institute/Board/University	Year
M.B.A (Banking & Finance)	Symbiosis Distance Learning Education	2022
Graduation-B.A (Hons)	A.M.U Distance Learning Education	2016
Intermediate	U.P Board Allahabad	2008
High School	U.P Board Allahabad	2006

TECHNICAL QUALIFICATION

- Working knowledge of Tally 9.0 ERP
- Essential Knowledge of Busy & Inventory Biz
- Well versed with MS Office 2010 (Word , Excel, Power Point)

EMPLOYMENT DETAILS:- POST QUALIFICATION

A. Present Employer: *R.H. International (Export House), Moradabad (Since Dec 2019)*
Designation: *Accounts Executive (Finance and Accounts).*

B. Past Employers:

1- Salar Overseas (Export House) , Moradabad
Designation: *Accounts Executive (Finance and Accounts), (Feb 2018 to Nov 2019)*

2- M.S Associates (CA Firm), Moradabad
Designation: *Accounts Assistant (Finance and Accounts), (July 2016 to Jan 2018)*

Finance & Accounts

➤ Financial Accounting

- Implementing systems, procedures & manuals for maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements.
- Monitoring preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with time & accuracy norms.
- Overseeing financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables & Receivables Statements and Balance Sheets.
- Preparing the MIS Reports, Balance Sheet, Audit Reports, Debtors Reconciliation and other financial reports to keep track of financial performance and maintain Fixed Assets Register.

➤ *Sales Accounting*

- Managing sales, cash collection & purchase accounting; preparing Debtor and Creditor reconciliation statements; raising of debit / credit notes pertaining to vendors.

➤ *Stock Accounting*

- Accounting for raw material, incoming material; making appropriate arrangements to ensure timely deliveries; processing the bills of the vendors.
- Conducting physical verification of stocks & reconciling with books; preparing necessary records to track the inward / outward movement of goods.

Auditing & Taxation

- Computing & arranging for timely deposit of taxes (VAT, Income Tax, TDS, GST) and filing of returns for timely completion of assessment and ensuring statutory compliance.
- Manage and Oversee the daily operation of the Accounts Department.

OTHER DETAILS

Date of Birth	: Aug 27, 1991
Marital Status	: Married
Contact No.	: +91 8077037052/ +91 9760796183
Current Address	: H. No 27/E-11 Mufti tola Imli wali Masjid Moradbad - 244001
Permanent Address	: H. No 27/E-11 Mufti tola Imli wali Masjid Moradbad - 244001
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