

MUHAMMAD AFTAAB

Account Executive

Delhi, India Aftabs938@gmail.com +919211279215

SUMMARY

As Account Assistant with two years of experience, I have proven history of managing complex financial reports and ensuring compliance with regulations. Possessing strong analytical skills and intimate knowledge of accounting software, I can swiftly compile data into accurate statements. My attention to detail enables me to quickly identify discrepancies or irregularities. And I am confident in my ability to deliver results under pressure while maintaining excellent standards of quality control. I possess the skills in Microsoft Excel, Microsoft word and various financial applications. I am seeking a position with a company that values accuracy and integrity.

EXPERIENCE

Accountant | Shiva Chemical Company/ Bharat Chemical House | Rama Road | January 2022 - Till Date

- Book Keeping & maintaining books of accounts of the company.
- Worked with MS Word & MS Excel and other accounts related software's.
- Handling petty cash and day to day expenses related to the company.
- Helped the accounts team in preparing and filling TDS return, tax return and other financial documents as required.
- Bank Reconciliation, Reconciliation of various parties Ledgers and accounts payable, accounts receivable.
- Prepared and maintained the physical files of the company, Purchase file, Sales File, and other files.
- Monitored customer account details for non-payments, delayed payments and other irregularities.
- Conducted periodic reconciliation of customer accounts to ensure accurate records.
- Answered customer inquiries regarding their accounts.
- Reconciled bank statements and credit card transaction on a regular basis.
- Generated reports detailing account activity as requested by management or clients.
- Generated invoices for clients and maintaining their records in busy software.

Accountant | Arya Auto Traders | Karol Bagh | December 2020 - March 2021

- Maintaining Books of Accounts of and day to day accounting transactions of company in busy accounting software.
- Bank Reconciliation Statement and Reconciliation of various parties Ledgers.
- Working and helping the TDS Team in the preparation and filling of TDS returns.
- Helped the accounts team in preparing and filling TDS return, tax return and other financial documents as required.
- Done other works related to Billing, Ledger posting.
- Handling petty cash and day to day expenses related to the company.
- Dealing With clients regarding their issues and raising the same to Organization
- Handling petty cash and day to day expenses related to the company.
- Conducted periodic (Monthly, Quarterly and Annual) reconciliation of customer accounts to ensure accurate records.
- Generated reports detailing account activity as requested by management or clients.
- Recorded debit, credit and account transactions and reconciled to general ledger account.
- Maintained accurate and up-to-date reconciliation of all bank accounts.
- Managed accounts receivables records including invoicing, payment collection.
- Reviewed and recorded cash, checks and transfers.
- Reviewed purchase documents and company receipts for reconciliation with statements.
- Performed bookkeeping and accounting consulting services.

EDUCATION

B.COM | DU SOL | Delhi India | September 2022

Class XII (CBSE) | Commerce | Govt. Co-ed .sr.sec School | Tri Nagar , Delhi – 35 | April 2018

Class X (CBSE) | Govt. Co-ed .sr.sec School | Tri Nagar , Delhi – 35 | April 2016

SKILLS

Industry Skills: Book Keeping, Finalization, Accounting overview, GST, TDS , Bank Statement, Maintaining Balance sheet, Account Reconciliation

Technical Skills: Tally Prime, MS Excel, Power Point, MS Word, Busy Accounting Software, Zoom