



MOHAMMAD MUDASSIR

ACCOUNTANT{B.com}

INTRODUCTION



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Dedicated and detail-oriented **B.Com** graduate with 4+ years of experience as senior accountant. Skill gained from companies in India. Proficient in Tally software and an expert in MS Excel. Seeking a challenging position as an Accounts Assistant to leverage my skills in financial management and contribute to the success of a dynamic organization. Experienced, accounts, finance, taxation domestic & multistate organization.

SKILLS SUMMARY

- Standard of accounting
- Knowledge of accounting
- Cash and bank reconciliation
- Accounts Payables
- Accounts Receivables
- Handling petty cash
- Proficiency in Tally
- Prime Accounting Software
- Finalization of balance sheet
- File (income tax returns)
- Knowledge of TDS
- Knowledge of TCS
- Checking and verifying vendor invoices
- Data analysis
- Attention to detail.
- Effective communication
- Reviewing Agreements
- Problem Solving
- MS office (Excel, Word, P Point)
- Taxation
- Filing GST returns monthly and annually
- All ITR File With Software-TaxCloudIndia

WORK EXPERIENCE

**N F INFRA & P5 INFRA & EVEGREEN-NF-JV & TSK VENTURE
ATS INFRA & MRK VENTURE & NF VENTURE PVT LTD**

LUCKNOW, INDIA (May 2023 to Till Date)

Duties & Responsibilities

- Daily cash and bank reconciliation.
- Weekly debtors and creditors report.
- Stock aging analysis report.
- Monthly expenses report...
- Prepared monthly journal entries and reconciliations.
- Reconciled accounts and created documents for monthly closure procedures.
- Reviewed documents and accounts for discrepancies and resolved variances.
- Manage all accounting Task
- Handle monthly, quarterly and annual closings.
- File GST returns
- Final Balance sheet

Payables and Receivable

- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Debit, credit, and total accounts on computer spread sheets and databases, using specialized accounting software.
- receipts Receive, record, and bank cash, checks, and vouchers.
- Comply with federal, state, and company policies, procedures, and regulations.
- Reconcile or note and report discrepancies found in records.
- personal bookkeeping services.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing, and sending cash, checks, or other forms of payment to banks.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Calculate and prepare checks for utilities, taxes, and other payments.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers or data processing sheets.
- Prepare purchase orders and expense reports.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Verify and maintain sales& purchase invoices.

COMPUTER SKILLS

- Tally Prime.4.1
- Accounting software
- Windows
- MS-Office(Word, Excel, ppt)

COURSES

Course in Tally Prime

- Advanced accounting & taxation with tally - 2019(True accounts study Kendra(TASK),India

Higher Secondary

- Commerce - 2014-2016 (Uttar Pradesh board of Higher Secondary Examination , UP India)

A P S Chauhan & Co (Chartered accountant firm)

Account trainee Lucknow ,India (Feb 2021 to May 2023)

Duties & Responsibilities

- Verify and maintain sales & purchase invoices.
- Prepair GST Data & File GST Returns
- Collection of cash or cheques from receivables on time.
- Maintain Anually cash and bank reconciliation.
- Manage All Accounting Task

- Prepair Balance Sheet
- File ITR in TaxCloudIndia.Software
- Manage Company Roc Complience

Payroll Management:

- Administrating payroll.
- Calculation of employees leaves salary.
- Calculation of employees' final settlement.
- Scheduling salary & wages on time.
- Calculating over time for staffs.
- Scheduling salary & wages on time

Payables and Receivables.

- Verify and maintain sales & purchase invoices.
- Preparation of Cheque/ bank /online banking for vendors as per credit term.
- Preparation of ageing report & allocation of payment to vendors.
- Maintaining up to date funds available in different bank accounts.

Poddar Trader & Manufacturing Pvt.Ltd

Accounts Delhi India (Jan 2018 to Feb2021)

Duties & Responsibilities

- Posting journal entries
- Maintaining accounts receivable and accounts payable
- Prepare monthly payroll
- Preparing financial reports.
- Keeping account books and systems up to date
- Prepare & report ledger balances and other monthly & yearly accounts.

STRENGTH

- Quick Adaptability to Challenging Situations.
- I am Hard Worker and Faithfull
- Positive Attitude with Friendly nature behaviour,
- Good Team Leader and Very good team member,
- Self-Motivational with Self learning Attitude

DECLARATION

I hereby declare the above given information is correct and complete to the best of my knowledge and belief.

DATE

MOHAMMAD MUDASSIR

PERSONAL ATTRIBUTES

- Passionate about Accounting and Finance, and learning new technologies and methods in the industry
- Very good at striking positive relationships with clients, vendors and team members alike
- Excellent communication, with clear and assertive professional language
- Self-confident and motivated to take up challenging assignments
- Fast learner, motivated to constantly improving my skills and knowledge

PERSONAL DETAILS

- Nationality: Indian
- Marital Status: Unmarried
- Date of Birth: 01-01-2000
- Languages: English, Hindi, Urdu

PROFESSIONAL REFERENCES

- Can be provided on request

