

Resume

KAMAL AHMAD

Uttar Pradesh - India

Mobile No: +91 7398316842



PROFILE

Experienced professional in Accounts, Finance, and Taxation, with strong exposure to domestic and multistate operations. Skilled in accounting, financial management, site and plant operations. Demonstrates the ability to handle multiple assignments under tight deadlines, with hands-on experience across service, manufacturing, contracting, and construction sectors.

PERSONAL DETAILS

Name	: Kamal Ahmad
Date of Birth	: 01-01-2003
Nationality	: India
Gender	: Male
Religion	: Muslim
Marital Status	: Unmarried
Language known	: English, Hindi

CORE COMPETENCIES

- Proficient in Tally ERP 9 & Tally Prime
- Strong in invoice processing, bookkeeping, GST, TDS, TCS calculations, and reconciliations
- Skilled in financial reporting, creditor/debtor management, and stock audits
- Strong command over MS Excel (basic & advanced), Word, and PowerPoint
- Capable of leading teams and ensuring timely and accurate output

PROFESSIONAL EXPERIENCE

➤ Accountant | N F INFRA (Construction Company), Lucknow Aug 4, 2024 – Present

- Maintain books of accounts in Tally Prime, Tally ERP 9, and Excel
- Handle daily voucher entries – sales, purchases, payments, receipts, cash, and bank
- Manage GST return filings, TDS, and monthly tax calculations
- Maintaining accurate books of accounts using Tally Prime.
- Preparing and filing GST returns, ensuring timely and accurate compliance.
- Creating and managing detailed Excel reports for project costs and budgets.
- Handling site expense records related to materials, labor, transportation, and other on-site activities.

- Coordinating with site supervisors and procurement teams for proper documentation of expenditures.
- Managing vendor payments, bank reconciliations, and audit documentation.
- Ensuring proper filing and maintenance of GST return documents and vendor payment records.

TECHNICAL SKILLS

- Tally ERP 9 & Tally Prime
- Advanced Excel.
- MS Office (Word, Excel, PowerPoint)
- Basic design tools: Photoshop, CorelDRAW.

PROFESSIONAL QUALIFICATION

- Diploma in Office Automation and Publishing (DOAP) – Rajeev Gandhi Computer Saksharta Mission, Amethi.
- Certificate in Accounting (Tally Prime with GST) – Sanjay Gandhi Computer Saksharta Mission, Amethi.
- Spoken English Course – American Institute of English Language (AIEL).

ACADEMIC QUALIFICATIONS

- 12th, Uttar Pradesh Board – 2023 (52%)
- 10th, CBSE Board – 2021 (58.6%)

STRENGTHS

- Quick learner, self-motivated, and adaptable
- Positive attitude with a friendly and team-oriented approach
- Strong leadership and communication skills
- High sense of responsibility and honesty

INTEREST

- Learning new skills
- Gaining knowledge
- Watching movies
- Listening to music

DECLARATION

- I hereby declare that the above information is true and correct to the best of my knowledge and belief.