

Ahmed Anisbhai Adenwala

Accountant

570, Nr. Trikamji Mandir, Astodiya Darwaja, Ahmedabad

adenwalaahmed34@gmail.com

7016576166

Highly motivated accountant with 4 years of experience seeking a challenging role to leverage strong financial skills and a continuous learning mindset to contribute to company growth.

Experiences

Suraj Forwarders Pvt Ltd

Accounts Executive 1-11-2022 - -

- Manage the distribution of invoices via mail and send hard copies to clients if needed.
- Handle bank entries with reconciliations.
- Handle purchase entries and maintain accurate bookkeeping records.
- Follow up on outstanding payments to vendors.
- Effective email query management.

Classic Dyeing

Accountant 01-08-2020 - 31-10-2022

- Creating invoices.
- Handle bank entries and reconciliations
- Manage all company-related financial entries.
- Prepare and send GST and TDS data monthly to the Chartered Accountant.
- Maintain accurate stock records.

Master Accounting Service

Assistant Accountant 01/07/2019 - 31/07/2020

- Learned Basics Of Accounting.
- Filed Gstr-1 and 3B of Companies.
- Managed their Bank Entries.
- Help CA in finalize data of Companies.

Education

City C U Shah
Commerce College

B.Com 2021

Skills

Tally - Skillful

MS Office - Skillful

Gst. - Skillful

Emailing. - Skillful

TDS and IT. - Beginner

Languages

Hindi

English

Gujarati

Certificates

Tally ERP 9