

# MD ADIL AKHTAR

## ACCOUNTANT

 [mdadila188@gmail.com](mailto:mdadila188@gmail.com)

 7004688878

 Mumbai, Maharashtra

## PROFESSIONAL SUMMARY

Detail-oriented Accountant with 1 year of hands-on experience in wholesale accounting operations. Proven ability to manage high-volume transactions, vendor relationships, and inventory accounting in fast-paced wholesale environments. Strong analytical skills with expertise in accounts payable/receivable and financial reporting.

## PROFESSIONAL EXPERIENCE

**Accountant | Manufacturing Company (Trophy Industry) | Mumbai**

*Duration: 1 Year*

### Key Responsibilities:

- Maintained comprehensive daily sales order records and account reconciliations
- Processed and recorded financial transactions using Tally.ERP9
- Ensured accurate bookkeeping and compliance with accounting standards
- Prepared monthly sales reports and margin analysis for management
- Generated periodic financial reports for management review
- Collaborated with sales team to track order fulfillment and payment processing

## EDUCATION

### B.COM

University of Mumbai, 2024

### HSC

Maharashtra State Board, 2020

## **SSC**

Central Board of Secondary Education (CBSE), 2018

## **TECHNICAL SKILLS**

- **Accounting Software:** TallyERP9
- **Microsoft Office:** Excel, Word, PowerPoint

## **LANGUAGE**

- **ENGLISH**
- **HINDI**

## **Additional Skills**

- **Customer Service:** Experience handling customer account inquiries
- **Problem Solving:** Resolving billing discrepancies and payment issues
- **Time Management:** Meeting tight month-end deadlines in high-volume environment
- **Communication:** Collaborating with sales teams and external vendors

## **CAREER OBJECTIVE**

To secure a challenging position in accounting or banking that utilizes my educational background and practical experience while providing opportunities for professional growth and skill development in a dynamic corporate environment.