



MAAZ AHMED BADRULHAQUE ANSARI

SENIOR ACCOUNTANT



SUMMARY

I am a Senior Accountant with extensive experience in statutory and tax audits, account finalization, and client relations. My work at Bhadeliya & Associates has honed my skills in book-keeping, tax preparation, and client management. I am proficient in various accounting software, eager to apply my expertise to contribute effectively in my role. I thrive in challenging environments and am committed to delivering quality results



EXPERIENCE

Bhadeliya & Associates (Chartered Accountants)

Mumbai, India

Senior Accountant

01/2021 - 09/2024

Chartered Accountants firm providing accounting and audit services

- Team management, work allocation, training, query resolving
- Execution of Statutory Audit, Tax Audit, and finalization of Accounts, Preparation of Audit Reports for various clients
- Preparing and Filing Income Tax Returns
- Establishing strong relations with clients
- Book-keeping, general ledger, bank reconciliation & finalization of account
- Accounts receivable & payables
- Reconciliation of Customer's & Vendor's ledger of various clients
- Calculation of Goods and Service Tax, Advance Tax
- Preparation of balance sheet, profit and loss statement, and other reports
- Compliance of monthly GST & TDS payments of various clients
- Compliance of Quarterly TDS Returns Filing of Various Clients
- Registration for new clients under Goods and Service Tax
- Preparing monthly GST working and filing of GSTR1, GSTR3B returns, GSTR2B reconciliation with books
- Review of financials of various clients on monthly basis
- Preparing schedules for statutory audit, GST audit & handling audit queries
- Maintains professional and technical knowledge by reviewing professional publications

Bhadeliya & Associates (Chartered Accountants)

Mumbai, India

Accountant

08/2019 - 12/2020

Chartered Accountants firm providing accounting and audit services

- Recording Sales and Purchases Invoices in Tally
- Recording Debit Note and Credit Note
- Preparing Monthly Sales Returns
- Filing of monthly sales returns
- Bank Entries and Bank Reconciliation
- Preparing of Profit & Loss accounts for filing of Income Tax
- Preparing Balance Sheet
- Registration under Income Tax, India



EDUCATION

Clara's College of Commerce

Mumbai, India

Bachelor of Commerce

University of Mumbai

Mumbai, India

Higher Secondary School



CONTACTS



+91 8286941442



maazansari123@gmail.com



LinkedIn



Jogeshwari West Mumbai- India



SKILLS

Balance Sheet · General Ledger · GST ·
Microsoft Office · Tally ERP · Tally Prime



STRENGTHS

● Computer Skills

Complete knowledge of computer operating system, Internet and other basic computer software

● Learning Ability

Quick Learner

● Problem Solving Skills

Problem Solving

● Customer Service Skills

Customer Service



LANGUAGES

ENGLISH Proficient ●●●●●

URDU Proficient ●●●●●

HINDI Proficient ●●●●●



CERTIFICATION

● Advance Tally ERP9