

HUSEN SHAKIR

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📍 814, Alefiya Colony, Near Taheri Hall
Godi Road, Dahod, Gujrat



Objective

To pursue a vibrant career in accounts, taxation & audit field with an organization of repute, which gives value addition to the organization as well as offers an opportunity to enhance my professional skills.

Work Experience

Industrial Trainee

Indian Oil Corporation Limited (Gujarat State Office) Ahmedabad.
March 2022 - March 2023

- Assisted in Capitalization, transfer, sale, de-capitalizing, reclassification and write-off of Capital Assets.
- Assisted in preparing Capex cash flow statements in excel.
- Assisted in allocating Internal Order no's for Capital projects and Capital Budgets.
- Assisted in payment to vendors for capital expenses.
- Assisted in preparing MIS reports in excel.
- Assisting in preparing Capital Asset schedules.
- Record keeping of capital bills.
- Assisted in preparing asset ledgers of various locations.
- Preparing GST mismatch data & GSTR2B reconciliation with ITC Register
- Rate Checking of MS & HSD on day-to-day basis.

Accounts Executive

Amber Automobiles (Mahindra&Mahindra Ltd.) Dahod.
August 2021 - March 2022

- Conducting day-to-day accounting in Tally Prime and reporting to the senior accountant.
- Assisting the senior accountant in the preparing of GST returns. (GSTR - 1 & GSTR - 3B)
- To prepare bank reconciliation on daily basis.
- Help in finalization of accounts.
- To generation of E-invoices.
- Verification of input tax credit to be availed.
- Preparing data for TDS & TCS payments on monthly basis.

Educational Details

- CMA Final (Group -4)- 55%
Institute of Cost and Management accountants of India
December-2022

- CMA Intermediate (Group-2)- 65%
Institute of Cost and Management accountants of India
December-2020
- CMA Intermediate (Group-1)- 61.5%
Institute of Cost and Management accountants of India
December-2019
- Bachelor Of Commerce - 67.81%
Shri Govind Guru University; Godhra
April-2019
- Higher Secondary- 65.42%
Gujarat Secondary and Higher Secondary Education Board
Year of passing-2016
- Senior Secondary- 72.5%
Gujarat Secondary and Higher Secondary Education Board
Year of passing -2014

Skills

- Accounting Software (Tally ERP9,Tally Prime)
- MS Office application (Word, Excel)
- SAP(ERP)

Strength & Hobbies

- Positive Mindset Towards Things
- Believing in Hard work
- Self-motivated and adaptable
- willingness to learn and grasp new things
- Playing Cricket
- Music
- Chess


Personal Details

- Date of Birth - 15th June 1999
- Languages know – Gujarati, English ,Hindi
- Marital Status- Unmarried

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: 10th July 2023
Place: Ahmedabad


(Husen Mahammadbhai Shakir)