

CURRICULUM–VITAE

Abdulahad M Ansari
(M.com)

Email ID: ansariahad03@gmail.com

Contact No: +91 8866005749

OBJECTIVE

To work in a challenging, interactive & learning environment, where I can contribute effectively with logically to the organization, grow, personally and professionally, achieving excellence along the way.

WORK EXPERIENCE

1. **From April 2023 to Present – as SENIOR ACCOUNT ANALYST**
Working with “Pacific Global Solution (MNC)”- KPO (Knowledge Process Outsourcing) company, Ahmedabad.
2. **From April 2018 to Present – as SENIOR ACCOUNTANT**
Working with “Pacific Global Solution (MNC)”- KPO (Knowledge Process Outsourcing) company, Ahmedabad.
3. **From May-2015 to March-2018 – as STAFF ACCOUNTANT**
Working with “Pacific Global Solutions (MNC)” - KPO (Knowledge Process Outsourcing) company, Ahmedabad
4. I had been working as Computer Operator for 9 months in DTDC Courier Company, Nadiad

Duties & Responsibilities

- To Record Accounts Payable (AP), AP Adjustments, Accounts Receivable (AR), AR adjustments.
- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- Recording daily sales report (DSR) and reconcile it with bank transactions.
- Preparing Vendor Aging report and list of open invoices details as per client requirements and follow up with the payments.
- Process monthly payroll based on the employee’s timesheet and working on approved payroll, working and upload into the system.
- Bank Reconciliation reports by Weekly or monthly basis as per requirement.
- GET preparation and filling
- Month end related activities, preparation of balance sheet, Profit and loss account, Prepaid Expenses schedule, Accrued expense Schedule etc.
- 1099, 1042s, W-2, G-45, G-75, and G-49 filling Etc. (Apply to US)

ACADEMICS AND PROFESSIONAL QUALIFICATIONS

Sr No	NAME OF DEGREE	BOARD/ UNIVERSITY	PASSING YEAR	% OR CLASS
1	EA	AKPIS Institute	Pursuing	-
2	L.L.B	S.P. University	April-2023	5.73 GPA
3	M.COM	S.P. University	April-2020	SECOND
4	D.T. P	S.P. University	April-2018	SECOND
5	B.COM	Gujarat University	April-2023	63.22%
6	H.S.C	G.H.S.E.B	March-2010	72.71%
7	S.S.C	G.S.E.B	March-2008	64.14%

PROFESSIONAL QUALIFICATIONS

- Completed **Certificate Course in Tally ERP 9.0**
Acquired skills: Double Entry Accounting, Banking Transactions and Reconciliation Working knowledge of other accounting software - Tally 9, Professional knowledge of MS Office and Internet applications.
- Basic of Stock Exchange from T.J. Patel Commerce College

COMPUTER PROFICIENCY

- ❖ Excellent in Operating of Accounting software's like, Sage Intacct, QuickBooks Online, QuickBooks Desktop, Path Quest AP & Path Quest BI Module.
- ❖ Excellent in M.S. Excel, M.S. Word, MS 365 applications like Microsoft Teams, OneDrive, Outlook 365, and others like Zoom, Go to Meeting (GTM), Dropbox (for Documents) etc.,
- ❖ Familiar & sounds good in use of E-mail for Professional and Personal communication.

PERSONAL DETAILS

Father's Name : Mohammadahmad Aabidali Ansari
Sex : Male
Date of Birth : 23rd January 1993
Marital Status : Married
Permanent Address : 3249, Kumbharchali,
Nr. St. Anne's High School,
Nadiad-387001
Religion : Islam (Muslim)
Languages Known : English, Hindi, Gujarati & Urdu

Declaration:

- I assure you of my best efforts in fulfilling all the responsibilities and accomplish the task assigned to me with your utmost satisfaction all the time.

With Regards,
Abdulahad Ansari