

RESUME

MOHD. ZAFRUDDIN

Address: - Shiv Nagar Khadra,
Nirala Nagar, Lucknow-226020
Mob. No: - +91 8318847285

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Objective

Dependable, experienced and focused accounting professional. Strong interpersonal communication and leadership skills. Ability to work under tight deadlines. Expertise with auditing.

Academic Qualifications

- High school U.P Board in 2012.
- Intermediate U.P Board in 2014.
- B.Com Kanpur University in 2019.

Professional Qualifications

- CCC, MS Excel, MS Word knowledge.
- Tally ERP9.0, Tally Prime & Busy Accounting software knowledge.

Key Skills

- Preparation of GSTR-1 & 3B & filling.
- Reconcile of Bank in every Month.
- Reconcile all Debtors & Creditors Ledger's on Monthly Basis
- Preparation of TDS & TCS Deduction in every month.
- Maintaining all account books – Purchase, Sale, Journal, Cash & Bank.

Experience

- Three years' experience as an Accountant in Global Printing Co.
- Four years' experience part time work as an Accountant in multi companies & current time we work in Amber Press Private Limited.

Personal Memorandum

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| • Father's Name | Mr. Hamiddudin |
| • Mother's Name | Mrs. Tarannum Hameed |
| • Date of Birth | 07/NOV/1993 |
| • Marital status | Unmarried |
| • Nationality | Indian |
| • Religion | Islam |
| • Language Known | Hindi, English & Urdu. |

Declaration

I hereby declare that all the mentioned information given by me are true and correct to the best of my knowledge and believe.

PLACE: LUCKNOW

(Mohd. Zafruddin)