**Resume**

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**INAM ALI**

R-279/3, Syed Road, Gali no.2

Joga Bai Extn, Jamia Nagar,

New Delhi-110025

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**Career Summary**

* An analytical and honest professional with 3+ years of work experience and expert knowledge in Tally, Maintaining basic accounts, Book keeping, Reconciliation of Bank Statements, Voucher Entries, Preparing Invoices & Tax Invoices, Maintaining Inventories, Final Account preparation, Entries related with Taxes (VAT,Tds & Service Tax).
* Experience of managing accounting functions, preparing financial reporting and month end close.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Proficient in team member, determined & quick learner with good interpersonal skill.

**Key Skills**

* Expertise in working with MS Excel spreadsheets.
* Experience of working on TALLY ERP 9.0,TALLY 7.2 & BUSY
* Good command over calculations.
* Operating Systems :- Microsoft Windows XP, 2007,Vista,Windows 10
* Packages : - MS Office Suite (Word & Excel), E-mail applications.

**Personal Qualities**

* Quick learner & Self-Motivated.
* Loyal towards work and duties.
* Can work under stressed condition.
* Good communication skills and Interpersonal.
* Ability to provide excellent customer service.
* Ability to work in team as well as individually.
* Positive thinking and hardworking, Attitude to learn and improve continuously.

**Employer**

* Presently working as an Accountant in Shymova Transformation Private Limited from Dec 2013.
* Worked as an Accountant in Vipin Gupta & Co. (A Chartered Accountant Firm) from Dec 2012 to Dec 2013.

**Key Responsibilities Handled**

* Handling day to day Accounts in TALLY ERP 9.0
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Verification of bills & reconciliation of total turnover.
* Maintain register of Debit and Credit note.
* TDS deduction on Payment or Invoice booking.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Creation of master of Vendor and fixed assets and customer.
* Bank, Debtors & Creditors Reconciliation.
* Stock Reconciliation Statement.
* Stock Inward & Outward as per PO And Allocation.
* Branch Transfer of Stock.
* Client & Vendor Interaction & making follow-up for Payments.
* Petty Cash Management & Cash book Reconciliation.
* Making Reports as per Management Requirement.
* Handling Sale Tax & Service Tax work along with company chartered Accountant.
* Prepare Sales, Purchase Register.
* Making Cheques for parties.
* Preparation and Online filing of Vat Return, Service Tax Return, TDS Return,(Theoretical & Practical knowledge).
* Preparation and finalization of Accounts, preparation of Financial Statements.
* Maintaining Accounts Receivable & Accounts Payable.
* Monthly Visit in a Company for Accounting.
* Preparing of Tax invoices, Vouchers.
* Liasoning with Bank for Banking Transaction.
* Handled work related to monthly billing and sales reports.
* Worked in the Billing process.
* Handled monthly journal entries, accounts and various ledgers.
* Experience of handling general ledgers, account payables, accounts receivable, sales, billing etc.
* Maintain salary register in MS-Excel.
* Maintain Balance sheet & profit & Loss.
* Maintain cash transaction & petty cash book, preparing cash.
* Day to day cash & bank transactions.

**Certification**

* Certificate in Computer Application and Accounting from the Institute Of Computer Accountants (ICA).

**Academic Qualification**

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| --- | --- | --- |
|  | **Board/University** | **Year of Passing** |
| **B.com.(hons)** | Jamia Millia Islamia ,New Delhi | 2013 |
| **Class 12th** | Jamia Millia Islamia ,New Delhi | 2009 |
| **Class 10th** | Jamia Millia Islamia ,New Delhi | 2007 |

**Personal Details**

Father’s Name **:** Mr. Liaquat Ali

Date of Birth **:** Jan 04, 1991.

Sex **:** Male

Marital Status **:** Single

Hobbies **:** Listening to Music, Playing Cricket.

Passport No. **:** K9502606

Date of Issue **:** Feb 04, 2013

Date of Expiry **:** Feb 03, 2023.

Place of Issue **:** Delhi

I hereby declare that the information given above is true to the best of my knowledge.

Place: New Delhi

Date: **(Inam Ali)**