

**IMTIYAZ JAVED**

**Telephone No . 9990437581**, 9810525533

Email : [Imtiyaznd@yahoo.in,](mailto:Imtiyaznd@yahoo.in) [imtiyaznd@gmail.com](mailto:imtiyaznd@gmail.com)

## Career Objective:

To achieve success in my life & career and contribute to the success of my organization through my hard work honesty and sincerity.

**Work Experience:** Over all **6** years.

Presently employed: with ‘**Aldivo International Pvt.Ltd.** as an Accounts Executive from 5th Dec 2016 to till dated in New Delhi.

JOB Responsibilities:

* *Maintenance books of accounts in Tally 9 ERP & SAP-B1*

* *Handing day to day accounting function transaction entries*
* *Managing Debtors & Creditors Reconciliations, and recovery from clients.*

* *Prepare weekly /Monthly consolidated Debtor/Creditor reports.*

* *Generation of Invoice.*

* *Identifying and highlighting accounts for which provision need to be taken.*

* *Prepare Budget & allocation of expenses in accordance of Budget.*

* *Prepare daily Cash / Bank reports.*

* *Reconciliation of Banks statements on regular basis*
* *Assist in the fulfillment of annual audit requests and query.*

* *Scrutiny of General & Party Ledger*
* *Responsible for calculation and Deduction TDS ,Sales tax & VAT*

* *Filing of Income Tax Return*
* *Responsible for timely payments of Rent, Telephone, Cell Phones, Electricity, House Lease, Computer Lease, Credit Card etc.*

## Previous Employment Details.

* 1. Worked with ‘**Alig And Associates’** (Chartered Accountant) as an Accounts/Audit Executive from 1st August 2014 to 30th November 2016 in New Delhi.
  2. Worked with **‘**Ideal Broadcasting india Pvt.Ltd as an Assistant Accountant from 2nd July 2011 to 20th July 2014.
  3. Worked with ‘Veeraraghwan and co’ (Chartered Accountants) as an Auditor from May 2010 to 30th June 2011. Major Job Assignment done with :
     + City Bank
     + Future Capital Ltd.
     + DCB Bank
     + Standard Chartered Bank
     + Future Money
     + IDBI Bank etc.

# EDUCATIONAL QUALIFICATION

## : B.Com (Hons).

From S.K University Dumka (Jharkhand) 2004

## : M.Com (Accounting & Finance)

From Annamalai University Chennai in 2008

: MBA Finance 2011.

# COMPUTER KNOWLEDGE

: MS OFFICE ( EXCELL, WORD ,ACCESS, POWERPOINT ETC)

. ,TALLY 9 ERP , SAP B1(Financial)

# Personal Information

Residential Address : FC 4, 1st Floor, Street No. 22, Shahin Bagh, Jamia Nagar

New Delhi – 110025.

Father’s Name : Mr. Noor Alam

Date of Birth : 10th May 1983

Nationality : Indian

Marital Status : Single

## Passport Details :

**General:**

Passport No : M5216057

Issuing Date : 27/1/2015

Issue from : New Delhi

Date of Expiry : 26/01/2025

Pleasing personality with good communication and convincing skills. Can handle multiple assignments in a systematic and organized manner as explained in my profile. Always target oriented and committed towards assignments**.**

Language Capabilities:

Well versed in English, & Hindi. Date :

Place : New Delhi

**(IMTIYAZ JAVED )**