**Resume for the Post of Accountant**

**AQUEEL AHAMAD**

H-49/14, Fourth Floor, Ghalib apartment, Jamia Nagar, Okhla, New Delhi, 110025

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**Career Objective**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

**Career Summary**

* Complete my education with management course, starting with graduation as **BBA** & Post graduation as **MBA (Finance)**
* Has a **keen interest in Accounts profile**, so started my career from here.
* A detail oriented with excellent knowledge of accounts possesses rich experience of 3.5 years of experience in financial planning, analysis and accounting principles of GAAP.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization
* Innovator with creative skills and experiences to improve overall business processes.

**Technical Skills**

* Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
* Experienced in working on Tally 9.0
* Internet Savvy
* Advance Excel (V lookup, H lookup & Advance formulas)
* XL Web pro (An Accounting software for travel agency)
* Creating MIS Reports
* Managing MIS report

**Work Experience**

**Company:**

**My Holiday Times Pvt. Ltd. (India)( 3.5 Year’s)**

From 10 December 2012 to present.

**Position:** Accountant

**Work Responsibilities**

* Preparing daily work load for staff & coordinating the daily allocation of work.
* Co-ordination with Bank
* Verification of payment of invoices, credit notes, advances, employee expenses, book  keeping
* Handling queries and coordination with vendors
* Preparation of MIS report
* Handling accounts receivables and payables.
* Prepares payments by verifying documentation, and requesting disbursements.
* Coordinating with customers for the cash receivable and making a report.
* Perform accounting and clerical functions to support supervisors
* Handling Petty Cash.
* Bank reconciliation.
* Entering the required data in the accounting software
* Budget v/s actual reports.
* Preparing profitability statement on a monthly basis.
* Salary preparation for all the employees.
* Preparing balance sheet, Profit and loss account, cash flow on a monthly basis.

**Academic Qualifica**tion

|  |  |  |
| --- | --- | --- |
| **Examination** | **Year** | **Percentage** |
| MBA in Finance from Sikkim Manipal University | 2015 | Pursuing |
| BBA from Sikkim Manipal University | 2012 | 59% |
| 12th - (B.S.E.B) | 2009 | 67% |
| 10th - (B.S.E.B) | 2007 | 54% |

# Strengths

* Eager to learn new things
* Self-motivated and committed.
* Good communication & interpersonal skills.
* Strong administrative qualities
* Goal Oriented
* Highly organized and dedicated
* Hard Working
* Highly trustworthy, discreet and ethical.
* Positive Thinker
* Strong analytical and problem solving skills

# Interests

Internet surfing, Singing, Reading, Playing Cricket & listening Song

**Passport Details**

Passport No. **:** N7532791.

Date of Issue : 20nd Jan. 2016.

Valid Till  **:** 19st Jan. 2023.

Place of Issue  **:** Patna, Bihar, India. **(ECNR)**

**Personal Details**

Full Name : Aqueel Ahamad

Father’s Name : Md. Nishar Ahamad

Permanent Address : Village- Hasanpur Wasti, Post- Mahua, Dist- Vaishali, Bihar

Date of Birth : 02th October 1992

Marital status : Single

Sex : Male

E-Mail : [aqueelahamad004@gmail.com](mailto:aqueelahamad004@gmail.com)

**Declaration**

I hereby declare that all the information given above is true to the best of knowledge. I will do hard work and be sincere and thankful to you if I get a chance to work in your esteemed organization. I assure you that I will abide all the rules and regulations of your company. Expecting a very favorable reply from you at the earliest.

**Place: New Delhi**

# Date: ………. (Aqueel Ahamad)