**Mohd Roman**

H. No.-319, Street No-10,

New Kardampuri Extension

Delhi-110094

**Phone:** +91-9289463180; 7042413342

**Email:** mohdromaan2009@gmail.com

**Accounts & Finance Professional**

M.com (Finance) with offering 06 years of experience across the industry

 **Objective**

Believe in making long-term relationship with a premier organization and keep acquiring knowledge for continuous growth of both me as a professional and of the organization

**Academic and Professional Qualifications**

**M.Com (Finance) -** from Jamia Millia Islamia.

**B.Com -** from University of Delhi

**One Month “**Certificate in Tally 9.00 & Entrepreneurship” From MSME Delhi

**100 Hours** “Computer Training Certificate” From Institute of Chartered Accountants of India



Professional Experience

**Carat Lane Trading Private Limited**

July 2015 to April 2017

Junior Executive – Accounts & Finance

* Accounts Payable/Accounts Receivable
* Accounts Reconciliation/ Bank Reconciliation
* Voucher Entries ( Sales/Purchase/Income/Expense) in Tally E.R.P
* Voucher Entries ( Sale /Returns / Buyback) in POS / Synergics software )
* Maintaining & Finalization of Accounts.
* Calculation of Income Tax & Sales Tax(DVAT, CST ), Payment & Return filling
* Liaisons with Taxation consultant (Chartered Accountants, Advocates) & Tax Authorities
* Preparation of Reports (Taxation, Stock, Cash)
* Providing training to Sales Person (Point of Sales) POS Software.

**Luxury Online Retail India Private Limited**

Subsidiary of Carat Lane Trading Private Limited

July 2015 to February 2016

Junior Executive – Accounts & Finance

**M/s Rihan Tailoring Material Store, New Delhi**

May 2011 to July 2015

Executive– Accounts & Finance

* Accounts Payable/Accounts Receivable
* Accounts Reconciliation/ Bank Reconciliation
* Voucher Entries ( Sales/Purchase/Income/Expense) in Tally E.R.P
* Calculation of Income Tax & Sales Tax(DVAT, CST ), Payment & Return filling
* Maintaining & Finalization of Accounts up to Balance Sheet
* Preparation of Reports ( Taxation, Stock, Cash )

**Mohan Gupta & Company, (Chartered Accountants) New Delhi** November 2007 to May 2011

Assistant– Audit (Internship with Chartered Accountant)

* Audit of Accounts for CA firm’s clients
* Audit of Taxation compliance (Sales Tax, CST, Service Tax, TDS) etc done by clients
* Audit of Inventory held by clients of CA firm
* Preparation of various Audit Reports
* Maintenance of Accounts up to finalization of Balance Sheet for clients of CA firm



Software Skills

* Tally 9, Tally Erp 9.00
* Point of Sales (POS) & Synergics (ERP)
* VAT (Sales Tax), Service Tax Software
* Microsoft Office ( Word, Excel 2013, PowerPoint)



Personal Details

Father’s Name : Mr. Mohd Sami

Marital Status : Single

Religion : Muslim

Interest : Reading, Playing Cricket

Language Known : Hindi, English & Arabic



**Declaration**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Delhi **MOHD ROMAN**

Date: