

# Aman Zaidi

**Accounts Manager & Financial Analyst** 



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+91.7071888100



mr.amanzaidi@gmail.com



Noida

#### **PROFILE • ABOUT ME**

Accountant with 7 years of experience in financial reporting, tax compliance, and audit management. Proficient in accounting software and skilled in maintaining accuracy and regulatory compliance. Strong analytical abilities with a focus on ethical standards and effective collaboration.

#### **CAREER HIGHLIGHTS**

In my career, I have managed the entire accounting cycle, from journal entries to the preparation of financial statements, ensuring compliance with regulatory standards. Proficiency in Accounting Software & Advanced Excel Skills

- Financial Analysis & Report Preparation
- Financial Reporting & Accounting Cycle Management
- Tax Compliance
- ERP Software Proficiency
- Team Leadership & Collaboration
- Audit & Internal Controls

#### **SKILLS**

- Acounting Softwares (Tally Prime, Tally ERP, SAP)
- Financial Analysis Prepare balance sheets, Income Statements, and other financial reports.
- Advance Microsoft Excel Advanced Excel skills for data analysis, creating financial reports
- Taxation Filing GST returns GSTR-1, GSTR-3B, GSTR-9, and GSTR-9C, ITC, GST Reconciliation
- TDS TDS Calculation, TDS Return Filing, TDS Reconciliation, TDS Certificates
- Income Tax Income Tax Calculation , Tax Filing
- Goverment E-Market Place
- Vahan Portal
- Eprocurement Tendering

#### **EDUCATION**

**Bachelor, Commerce** 

J.S. University Shikohabad – U.P.

10+2

U.P. Board Allahabad

#### **WORK EXPERIENCE**

#### **Accounts Manager**

#### **Financial Management**

- Oversee daily accounting operations including accounts payable, receivable, payroll, and general ledger.
- Maintain and reconcile financial records and ensure compliance with accounting standards and regulations.
- Prepare monthly, quarterly, and annual financial reports and statements.

#### **Accounting Operations**

- Oversee day-to-day accounting activities including accounts payable, accounts receivable, general ledger, and bank Reconciliations.
- Ensure all financial transactions are recorded accurately and on time.
- Manage monthly, quarterly, and year-end closing processes.
- Review journal entries, reconciliations, and supporting documentation.

#### **Team Supervision**

- Supervise and mentor accounting staff, assigning tasks and reviewing work for accuracy.
- Provide training and development to team members.

#### **Taxation**

- Oversee tax planning and compliance for direct and indirect taxes (GST, Corporate income tax, TDS, TCS)
- Coordinate with tax consultants and authorities for filings, assessments, and audits.
- Ensure timely and accurate submission of tax returns.

### **Accounts Manager**

Nov 2024 - May-25

Prymee Earthmovers Pvt. Ltd. – Dealership (Preet Construction Equipment)

- · Billing , Purchasing , Invoicing
- Accounts Payable & Receivable
- Maintain Accounting Books, Summarizing, Auditing
- Reconciliation (Stock, Vendor, Trade Advance, Insurance, R.T.O, GST R1, 2A, E-Invoice, E-way Bills etc.)
- Maintaining (Cash, Bank, Purchase, Sale, Retention Sheet, Debtor Sheet) Monthly report to Concern Department
- General Ledger Management (Maintain and reconcile the general ledger, ensuring all financial transactions are recorded correctly.)
- Tendering , GEM Work

### Sr. Accountant

A & A Earthmovers Pvt. Ltd – Dealership (JCB India Ltd.)

Sep 2021 - Oct 2024

- Billing , Purchasing , Invoicing
- Maintain Accounting Books, Summarizing, Auditing
- Reconciliation (Stock, Vendor, Trade Advance, Insurance, R.T.O, GST R1, 2A, E-Invoice, E-way Bills etc.)
- Maintaining (Cash, Bank, Purchase, Sale, Retention Sheet, Debtor Sheet) Monthly report to Concern Department
- Tendering, GEM Work

#### Accountant

Grandeur Space Solution Pvt. Ltd.

July 2018 – Aug 2021

- Billing , Purchasing , Invoicing
- Maintain Accounting Books
- Reconciliation (Stock, Vendor, Trade Advance, Insurance, GST R1, 2A, E-Invoice, E-way Bills etc.)
- Maintaining (Cash, Bank, Purchase, Sale, Retention Sheet, Debtor Sheet) Monthly report to Concern Department
- Tendering , GEM Work

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• Tally ERP – 9,Tally Prime,Sap Business					
Microsoft Office	e (Word, Excel Power Point)	)			
Advance Exce	l (Functions, Pivot Tables, V	-Lookup, Dashboard Re	port		
Google Sheet	& More				
• Tally ERP – 9	, Tally Prime , Sap Business	S			
• Gem ( Govern	ment-e-Marketplace)				
Vahan Portal	. ,				
LANCHACES					
LANGUAGES					
• Hindi					
• English					
PERSONAL INFO	RMATION				
Birthday:	Jan 26, 1998	Marital Status:	Single		
Gender:	Male	Nationality:	Indian		

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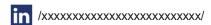
I hereby declare that the information provided is true and correct to the best of my knowledge

**DECLARATION** 

Aman Zaidi



# Ram Kumar Marketing and Sales Professional







+91.0000000000



ram.kumar@ipsum.com



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# **Projects**

# **Project**

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### **Project**

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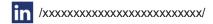
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# **Ram Kumar Marketing and Sales Professional**







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ram.kumar@ipsum.com



xCityx, xStatex

# References

# **xFullNamex**

xPositionx xCompanyNamex xAddress1x xAddress2x xCityx, xStatex xCountryx Tel +00.0000000000 xxxx@asdf.com

### **xFullNamex**

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# **xFullNamex**

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