



# Aman Zaidi

Accounts Manager & Financial Analyst



Website : [www.amanzaidi.in](http://www.amanzaidi.in)

+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

- **Accounting 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
- **Government 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

Fortune Hyundai – (Aspire Automobile Pvt Ltd.)

June 2025 – Till Date

## **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

xxlabelxx:                   xxlabelcontentxx

- Tally ERP – 9 , Tally Prime , Sap Business
- Microsoft Office (Word, Excel Power Point)
- Advance Excel (Functions, Pivot Tables, V-Lookup, Dashboard Report
- Google Sheet & More
- Tally ERP – 9 , Tally Prime , Sap Business
- Gem ( Government-e-Marketplace )
- Vahan Portal

LANGUAGES

---

- Hindi
- English

PERSONAL INFORMATION

---

Birthday:	Jan 26, 1998	Marital Status:	Single
Gender:	Male	Nationality:	Indian

DECLARATION

---

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

\_\_\_\_\_

Aman Zaidi

Noida,



Ram Kumar  
Marketing and Sales Professional

in /xxxxxxxxxxxxxxxxxxxxxxxxxxxxx/



+91.0000000000

ram.kumar@ipsum.com

xCityx, xStatex

Projects

Project  
Lorem ipsum dolor sit consectetur adipiscing elit

xxlabelxx:	xxlabelcontentxx
xxlabelxx:	xxlabelcontentxx
xxlabelxx:	xxlabelcontentxx
xxlabelxx:	xxlabelcontentxx

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies Lorem ipsum dolor sit amet, et magnis dis parturient montes, nascetur ridiculus mus.

Project  
Lorem ipsum dolor sit consectetur adipiscing elit

xxlabelxx:	xxlabelcontentxx
xxlabelxx:	xxlabelcontentxx

- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit ean commodo ligula eget lorem ipsum dolor sit amet, con aenea sgu sectetur adipiscing elit ean
- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero.

Project  
Lorem ipsum dolor sit consectetur adipiscing elit

xxlabelxx:	xxlabelcontentxx
xxlabelxx:	xxlabelcontentxx
xxlabelxx:	xxlabelcontentxx

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet.
- Lorem ipsum dolor sit amet, consectetur
  - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero.
  - Nulla quis sem at nibh elementum imperdiet dolor sit.



Ram Kumar  
Marketing and Sales Professional

 /xxxxxxxxxxxxxxxxxxxxxxxxxxxxx/



 +91.0000000000

 ram.kumar@ipsum.com

 xCityx, xStatex

## References

### xFullNamex

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

### xFullNamex

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

### xFullNamex

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

### xFullNamex

xCityx, xStatex  
xCountryx  
**Tel** +00.0000000000  
xxxx@asdf.com