

Aman Zaidi

ACCOUNTANT

OBJECTIVE

Highly skilled and motivated Financial Reporting Analyst with with 6 years' experience of payable and receivable ledger process, reconciliations and making reports

Accountant with 6 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.

CONTACT

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Greater Noida , G.B. Nagar - 201306

EDUCATION

B.COM From J.S. University
Shikohabad - UP

SKILLS

Gem , E – Tendering

TDS, Income Tax, TCS, Tally. ERP 9,
E- Invoice

Software

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

EXPERIENCE

ACCOUNTANT A & A EARTHMOVERS PVT LTD.

JUL 2021 - WORKING

- 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. SEP 2019 – JUN 2021

- Billing , Purchasing , Invoicing
- Maintain Accounting Books
- Accounts payable and receivable
- Reconciliation (Stock, Vendor, E-Invoice, E-way Bills etc.)
- Maintaining (Cash, Bank, Purchase, Sale, Retention Sheet, Debtor Sheet)
- Monthly report to Concern Department
- Tendering , GEM Work