# **CURRICULUM VITAE**

**NAZIM MUSHTAQUE MOMIN**

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**CAREER OBJECTIVE**

To establish a professional firm which is competitive, dynamic and much focused towards areas of its operations, providing the best opportunity to progress and grow to all those who are associated with it and also serving the best interests of the clients with excellence, Integrity & Independence.

**ACADEMIC QUALIFICATION**

**MASTER OF BUSINESS ADMINISTRATION** (Specialization: - **FINANCE)**

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| --- | --- | --- | --- | --- | --- |
| ***Year Of Passing*** | | ***Examination*** | | ***Conducting University/Board*** | ***Class*** |
| July, 2011 | | M.B.A. | | Pune University | | Second Class |
| June, 2007 | | B.Com | | Pune University | | First Class |
| June, 2004 | | H.S.C. | | Nasik Board | | First Class |
| June, 2002 | | S.S.C. | | Nasik Board | | Second Class |

**WORK EXPERIENCE ( FROM SEPTEMBER 2014 TO TILL DATE )**

Organization : ASDA EXEM AUTO AIDS PVT. LTD. NASHIK.

Position : ACCOUNT EXECUTIVE.

2. Job Profile : 1. Compute GST and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

2. Establish tables of accounts, and assign entries to proper accounts.

3. Report to management regarding the finances of establishment.

4. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

5. Making Bank Reconciliation.

6.  Establish and maintain fiscal files and records to document transactions

7.  Passing all tally entries like Receipt, Payment, Purchase, Sales, Journal, etc.

8. Making Invoices.

9.  Handling Debtors & Creditors.

10. Prepare Profit & Loss Account & Balance Sheet.

11. Preparation of Salary Statement on monthly basis.

12. Maintaining book of Accounts up to Finalization.

13. Installation and back up of Tally once in week.

14. Urgent maintenance of computer Hardware and software upgradation,

15. Receipts, Issue and Inventory control of material.

**WORK EXPERIENCE ( FROM SEPTEMBER 2013 TO AUGUST 2014)**

1. Organization : Concorde Textiles Trading LLC, Dubai.

Position : ACCOUNT EXECUTIVE.

2. Job Profile : 1.Prepare invoices and provides timely delivery to the clients.

3. Making appropriate Ledger Entries.

4.Keep track on daily Cash Flow.

5.Presenting campaign ideas and costing to clients.

6. Negotiating with clients, solving any problems and making sure deadlines are met.

7 Checking and reporting on the campaign's progress.

8. Keeping in contact with the client at all stages of the campaign

9. Managing the account's budget and invoicing the client

WORK EXPERIENCE ( FROM AUGUST 2011 TO AUGUST 2013 )

1. Organization : Synergy Middle East Group, Bahrain.

Position : ACCOUNT EXECUTIVE.

2. Job Profile : 1. Check online all bank accounts & track the transactions done

2. Inform ops details of invoices cleared each day.

3. Maintain daily actual and available balances of all bank accounts.

4. Enter details of cheques issued and funds received daily in cashbook.

5. Manage and maintain petty cash, keep petty cash daily updated in Excel.

6. Keep track of receivables based on invoices sent & keep ops updated about receivables.

7. Ensure funds are available for loan, rent, govt. fees payments in respective accounts.

8. Keep transactions updated in Tally accounting software.

9. Keep track of payables.

10. Bank reconciliations.

**WORK EXPERIENCE (FROM JULY 2010 TO AUGUST 2011)**

1. Organization : ASDA EXIM AUTO AIDS PVT LTD. NASHIK.

Position : ACCOUNT EXECUTIVE & FINANCE ASSISTANT.

2. Job Profile : 1. Preparing Invoices, Challans, Purchase Order.

2.  Purchase and Sales Booking Entries

3. Processing of payments to Creditors.

4. Filing sales- tax / TDS.

5. Bank reconciliations.

ACADEMIC PROJECT

Company Name: - Hem Securities Pvt Ltd, Nasik.

* Title: To Study the Equity Market: Indian Investment Scenario.

Duration: Two Month (13 June 2010 to Aug 2010)

* To understand and study in general the Equity Market
* To analyze the liquidity position of the company by analyzing the various ratios.

OTHER QUALIFICATION

1. Certificate course in Computer Concept with “A” grade.
2. Tally 7.2 passed with “A” grade from SSI Computer

PERSONAL PROFILE

Date of Birth : 1st Jan 1987

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi & Marathi,

Hobbies : Playing Cricket

Key strengths : Team spirit

Declaration

I do hereby declare that all the information furnished above is to the best of my knowledge and belief true & correct.

Date:

Place: (NAZIM M MOMIN)