

## Hussain Vohra

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## Curriculum Vitae

**Career Objective** = To Pursue a Challenging Career, thereby constantly upgrading my skill-set and enhancing the value of organization I would be working as a key player in challenging & creative environment.

**Summary of Skills** = In SAP R/3 IMG activities Specializing in **FICO** module. Good Knowledge of Accounts Receivable, Accounts Payable, General Ledger Accounting, Bank Reconciling & Fund Flow Management, Fixed Assets Accounting, Expenses MIS working month on month with comparison wise, Support team work with Management and statutory Audit related work, Payroll Working (Finance Side), **TDS & G.S.T.** Payment Preparation Work and GST Reco. Data every month wise and follow up with Vendor (Match with GSTR2B), Income Tax, Provident Fund, E.S.I, Professional Tax, Balance sheet Finalization, **Tally Prime (9 ERP & 7.2 version)** and also good knowledge of Good **ERP System**.

## Job Experience =

- 1} Name of Company = Concord Biotech Ltd  
Designation = Account Officer  
Job Period = Sept-2016 to Till date  
Job Profile = Accounts Payable, Fixed Assets working File, Expenses wise prepare sheet on month on month bases compare with last year, Provision Entry, Vendor Reconciliation, TDS & GST Reconciliation Work (Match with GSTR2B), Payroll & Salary Monthly Working (Finance Side Only), Other Accounts related Work, MIS Work.
- 2} Name of Company = Silverline Meditech Pvt.Ltd.  
Designation = Accountant  
Job Period = June- 2015 to Aug - 2016  
Job Profile = Account Receivable, Aging Wise Debtors Report on weekly bases. Payment follow up work with Customer & Sales Team, Account Payable, Vendor & Customer's Reconciliation, Petty Cash, TDS & Taxation related Work, Administration & Sales Accounts related Work.
- 3} Name of Company = Jaico Book House Pvt. Ltd.  
Designation = Branch Accountant  
Job Period = Sept - 2010 TO March -2015  
Job Profile = All Accounting Data Entries like Sales, Purchase, Bank Vouchers, Bank Reconciliation and Customers Vendors Reconciliation, Payment to Creditors as per Payment

terms, Monthly TDS on salary, Payment to contractors,  
Staff Salary Working as per H O instruction on monthly.

- 4} Name of Company = M. A. Kader & Co. (C A Firm)  
Designation = Assist. Accountant  
Job Period = June 2008 to Sept.2010  
Job Profile = Having adequate knowledge of Book keeping accounts,  
Purchase & Sales Accounting entry, TDS and Bank  
Reconciliation, Income tax audit and Tax returns.

### **Qualification =**

2006-08 :: M.Com with 56% from S. S. P. Jain Arts & Commerce College

2003-06 :: B.Com with 57% from S. S. P. Jain Arts & Commerce College

**Soft Skills** = Ability to dealt with people, confidence, Willingness to learn,  
efficient team player, excellent verbal and written communication.

**Strengths** = Total Commitment to my job, Flexible to Circumstances,  
Able to grasp things faster, Eager to learn new things, Excellent Soft Skills...

### **Personal Details =**

Permanent Address: B-204, Aman city, Nr. Bibi Talav Crossing, Vatva  
Ahmedabad, Gujarat – 382440 (India)

Date of Birth : 2<sup>nd</sup> Nov, 1985

Marital Status : Single

Sex : Male

Activities : Cricket, Music and Travelling

### **Declaration =**

I solemnly affirm and declare that the information furnished above is true and  
correct to the best of my knowledge and I bear the responsibility for the correctness  
of the above mentioned particulars.

Date :-

Place :-

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(Hussain Vohra)