

1029, Sath Ghar Ni Khadki,
Tad Ni Sheri, Panchpipli,
Jamalpur,
Ahmedabad - 380001
Gujarat
Cell: +91 84014 49258
Email id: f.mirza72@yahoo.com

OBJECTIVE:

In order to build a career along with enrichment of the organization in a challenging and creative environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

I am willing to play a pivotal role in developing and implementing financial systems, strategies, processes and controls that significantly improve P&L scenarios and establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance.

EDUCATION AND CREDENTIALS:

Course	Institute	Year Of Passing	Score
B. Com	Gujarat University	April 2012	Pass Class
H.S.C	G.S.E.B.	March 2009	Second Class
S.S.C	G.S.E.B.	March 2007	Second Class

COMPUTER KNOWLEDGE:

- Diploma in Financial Accountancy
- Computer Basic to M S Office
- Desk Top Publication
- Well Versed with Internet
- Revenue Cost & Budget Management System

COMPREHENSIVE KNOWLEDGE IN THE AREAS OF:

General Accountancy and Auditing:

- Indian Accounting Standards, Audit and Assurance Standards,
- Tax laws, Companies Act, Guidelines for Corporate Governance and other related regulatory compliances

PROFESSIONAL EXPERIENCE:

In Area of Auditing

- Companies Limited & Private Limited
- Partnership firms & Proprietary concerns
- Nationalized Banks

In Area of Taxation

- Tax audits and Income tax return preparations for various companies, Firms and individuals.
- Moreover, I have handled Project Finance work, stock audits and other areas of TDS, E-filing of return, ROC compliance etc.

Professional Experience

- I had worked with Lakhani Ismaili Tundiya & Co.(Chartered Accountant Firm) as an Account Assistance from July 2009 to June 2011.
- I had worked with Noble Agro Food Products Pvt. Ltd. as an Account Assistant from November 2011 to June 2012.
- I had worked as Head Accountant at Rajaiwala & Co. from July 2012 to February 2013.
- I had worked with Aruhat Technologies Pvt. Ltd. as a Head Accountant from February 2013 to May 2015.
- Providing financial Consultancy for Banking, Taxation & Book – keeping, filling returns of individuals, firms.
- I had worked with M Square Business Solutions Ltd. as Accounts – Manager from April 2015 to September 2017.

Handling the Accounts of **M Square Global Education Solutions Inc. (Canada)**

- Monitoring revenue and expenses
- Preparing Bank Reconciliation Statement and MIS Reports
- Preparing the reports as per requirement of Canada CPA
- Maintaining the revenue in Tally as well as Quick book
- Preparing the invoices for & maintain the Creditors and Debtors Ledgers
- Book keeping and updating reconciliation daily and weekly basis including ledgers

Handling the Accounts of **M Square Business Solutions Inc. (Canada)**

- Monitoring revenue and expenses
- Preparing the invoices for & maintain the Creditors and Debtors Ledgers
- Book keeping and updating reconciliation daily and weekly basis including ledgers
- Preparing Bank Reconciliation Statement and MIS Reports.
- Preparing the reports as per requirement of Canada CPA

Handling the Accounts of **Sotaso KPO (India)**

- Maintaining Individual Contractor of M Square Business Solutions Inc. & M Square Global Education Solutions Inc. Canada
- Preparing the invoices for & maintain the Creditors and Debtors Ledgers
- Book keeping and updating reconciliation daily and weekly basis including ledgers
- Preparing Bank Reconciliation Statement and MIS Reports
- Preparing the invoices for & maintain the Creditors and Debtors Ledgers

Handling the Accounts of **Bob & Kris Business Venture Ltd. (India)**

- Preparing Bank Reconciliation Statement and MIS Reports
- Preparing Tour invoice of College Delegates in India
- Preparing the invoices for & maintain the Creditors and Debtors Ledgers
- Book keeping and updating reconciliation daily and weekly basis including ledgers

- Currently working with Shree Ram Motors from October 2017 as Accounts - Manager & Sales - Manager.

Responsibilities Handling in Shree Ram Motors

- Monitoring revenue and expenses.
- Preparing Daily profit & loss statement.
- Preparing MIS repost of both Branch.
- Purchase Sheet reconciliation.
- Preparing daily price list.
- Handling four Firms under Shree Ram Motors.
- Handling all HR responsibility.
- Handling Car delivery process & documentation.
- Handling RTO transfer responsibility after Car delivery.
- Daily Co-Ordinate with DSA for Car Loans.
- Making plan for Online Marketing.
- Handling & Fulfill Sales Target
- Handling all sales man as a team leader and closing their deals.

PERSONAL DETAILS:

Father's Name	Mirza Firoz Faridmohmad
Permanent Address	1029, Sath Ghar Ni Khadki, Tad Ni Sheri, Panchpipli, Jamalpur, Ahmedabad 380001 Gujarat
Mobile No.	+91-8401449258
Email ID	f.mirza72@yahoo.com
Date of Birth	3 rd July, 1992
Sex	Male
Marital Status	Married
Languages Known	English, Hindi, Gujarati

DECLARATION:

I hereby declare that the above-mentioned information is true to the best of my knowledge.