

RESUME

T.MOHAMED RISWAN ALI

No:4/1, Dharbasyana Road,

2nd Lane Velipattinam,

Ramanathapuram-623504

Tamilnadu, India.

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OBJECTIVE

To seek a position to utilize my skills and abilities in the Accounts jobs that offers professional growth while being resourceful, innovative and flexible.

PROFESSIONAL ENHANCEMENTS

RISLIM ACCOUNTING SERVICES

RAMANATHAPURAM

Good and Services Tax Practitioner Enrolment No: 332000005979GPI

- Income Tax Returns E-filing
- GST Registration and return filing (GSTR 1 & GSTR 3B)
- Preparation of GST and TDS return & FSSAI registration
- Preparation of ESIC and PF Return & MSME Udyam Registration
- Import & Export Code

PROFESSIONAL EXPERIENCE

1. COMPANY NAME : INTIYA SUPER MARKET PVT LTD

JOB TITLE : ACCOUNTS MANAGER

LOCATION : MADURAI , INDIA.

D. O. J. : APRIL 2016, TO PRESENT

Roles & Responsibility

- Process the book-keeping entries, based on cost accounting, for: account receivable and payables, bank transactions, fixed assets and general ledger.
- Analysis of retail inventory accounts which includes a rolling reconciliation of retail stores for inventory and inventory in-transit accounts on a monthly basis.
- Junior and Senior always left easy work with him and met deadlines
- Managing a staff of 2 to 3 accounts assistant's on a daily basis and provide the full financial, control service to clients & distributors.
- Preparation of Books Accounts in Tally
- Preparation of Balance sheet and Profit & Loss a/c From Trail Balance
- Finalization of accounts in Tally Software
- Payroll staff salary Maintenance
- Sales Tax Filing & Income tax Filing

- 2. COMPANY NAME : SRI VENKATESHWARA SUPER MARKET PVT LTD .**
JOB TITLE : RETAIL ACCOUNTANT
LOCATION : CHENNAI, INDIA.
D. O. J. : JUNE 2015, TO END MAR 2016

Roles & Responsibility

- Maintain and close Tally ERP9 general ledger for various retail divisions on a monthly basis.
- Proficiency in Excel and other applications
- Manage journal entry process and account reconciliations for Retail Segment.
- Ability to work independently and take ownership of work completed Manage monthly financial
- reporting with performances analysis .
- Prepare the monthly sales tax return filing.

- 3. COMPANY NAME : RIHA SUPER STORE,**
JOB TITLE : RETAIL ACCOUNTANT
LOCATION : DEVIPATTINAM, RAMANATHAPURAM,INDIA.
D. O. J. : OCT 2013, TO END MAY 2015

Roles & Responsibility:

- Check and book invoices (payable and receivable)
- Perform invoices payments
- Record bank statements and perform monthly reconciliation
- Account daily sales & collections
- Manage the monthly expenses claims
- Handle full set of accounts
- Responsible for monthly management reporting.

- 4. COMPANY NAME : S.PARAMESWARAN & CO (CHARTERED ACCOUNTANT FIRM)**
JOB TITLE. : AUDIT ASSISTANT
LOCATION : CHENNAI.TAMILNADU, INDIA
D. O. J. : JUNE 2012, TO END SEPTEMBER 2013.

Roles & Responsibility:

- Preparation of Books of Accounts in Tally.
- Preparation of Balance Sheet and Profit & Loss a/c from trial balance
- Finalization of accounts
- Sales tax filing & E- filing .

EDUCATIONAL QUALIFICATION

Sl.No	Name of the Institution	Course	Board/University	Year of Passing	Percentage
1	Syed Hameedha Arts and Science College, Kilakarai.	B.Com(C.A)	Alagappa University, Karaikudi.	2012	75
2	Hameediah Higher Secondary School, Kilakarai.	HSC	State Board	2009	68
3	Hameediah Higher Secondary School, Kilakarai.	SSLC	State Board	2007	70

SKILLS (TECHNOLOGY /FUNCTIONAL)

- GST Professional : GST Accounting
- Packages : MS-Office, Tally ERP 9.
- Operating System : Windows XP , Windows 7.
- Hardware & Networking : System Assembling, OS installation, Software Installation ,
Troubleshooting, Networking Essentials .
- Project Title : Human Resource Management System.
- Diploma In Computer Application.
- Diploma In Dot Net Programming.

PERSONAL PROFILE

Name : Mohamed Riswan Ali T

Date of Birth : 14-10-1991

Gender : Male

Nationality : Indian

Religion : Muslim

Marital Status : Married

Father Name : Thajudeen S

Passport No : U8257891

Languages known . : Tamil, English.

DECLARATION

I do hereby affirm that all particulars mentioned in this document are true to the best of my knowledge and belief.

Thanking you

Place: Ramanathapuram

Yours truly,

Date:

(T.Mohamed Riswan Ali)

