**CURRICULUM VITAE**

**Mohammad Irshad**

**Building No-338, Block-No-608**

**Al Wadiyian, Sitra, Manama,**

**Kingdom of Bahrain**

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­­­­­­­­­­­**OBJECTI VES**

**An accountant is responsible for providing support to the accounting manager / director with regards to all accounting procedures in a company.**

**This may include clerical work such as typing reports and handling client inquiries amongst some more specific accounting tasks.**

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM** | **SCHOOL/COLLEGE** | **BOARD/UNIVERSITY** | **YEAR** | **% OF MARKS** |
| **B.Com**  **(A/C&FIN)** | **C. M. COLLEGE**  **DARBHANGA** | **LALIT NARAYAN**  **MITHILA UNIVERSITY**  **DARBHANGA** | **2015** | **66.87** |
| **Higher Secondary Class** | **C. M. COLLEGE**  **DARBHANGA** | **BIHAR SECONDARY EDUCATION BOARD**  **(PATNA)** | **2012** | **63.80** |
| **Senior Secondary Class** | **BASUDEO MISHRA**  **HIGH SCHOOL SIMRI** | **BIHAR SECONDARY EDUCATION BOARD**  **(PATNA)** | **2010** | **68.00** |

**ADDITIONAL QUALIFICATION.**

* **Certification in Advance Diploma In Computer Application from “ACSM” at Mithila Computer Classes (Darbhanga).**
* **Certification of Practical Accounts and Taxation Course from “Institute of Business Accounting” Mumbai-400602.**

**TECHNICAL SKILLS**

* **Advanced Excel Ability.**
* **Direct Taxation.**
* **Indirect Taxation. (Bahrain VAT, Service Tax,)**
* **Payroll Management.**
* **Typing Speed 45+**

**PERSONAL QUALITIES**

* **Excellent communication skills.**
* **Smart working ability.**
* **Trustworthy.**
* **Loyal Towards Work and Duties**.
* **Ability to work efficiently in a team or as an individual.**

**WORK EXPERIENCE**

* **Working as an Accountant in “Al Dahiya Restaurant” from 28th April 2019 To Till Date.**
* **Worked as an “Accountant” in “Falcon Aluminium International S.P.C” From 12th Jan 2019 to 27th April 2019.**
* **Worked as an “Account Executive” in “Maple Digital Technology International Pvt. Ltd.” From 14th Dec 2017 To 7th June 2018.**
* **Worked as “Admin & Account Executive” In “SAGAR SAMRAT (Civil Contractor)” From 19th June 2015 To 25th June 2017.**

**RESPONSIBILITIES**

* **Filing of Invoice and Payments received for the month’s entry in Tally erp9 and Company accounting Software.**
* **Passing all accounting entries.**
* **Manage all Suppliers.**
* **Making L. P. O for the Supplier**
* **Reconciliation of Account payble and Account receivable.**
* **Prepare Cheque for the creditors and make all the office payments like stationery, Telephone, Office cleaner etc.**
* **Preparing financial documents Such as Invoices, bills.**
* **Managing company ledgers.**
* **Reporting on debtors and creditors.**
* **Write, maintain and manage records of day-to-day transaction.**
* **Bank Reconciliation in advance tally erp9.**
* **Coordinating with CA while doing the calculation of service tax and TDS payments**
* **Maintained all petty cash expenses of the company and recorded in the excel sheet.**
* **Prepared quotations, measurement sheet and completion certificate in excel sheet for clients as per the prescribed format of the company.**
* **Checking mail and responding to other.**
* **Maintain Utility bill.**
* **Keep a record of attendance in excel sheet of all employees.**
* **Prepared of MIS reports related to payroll.**
* **Maintain daily, weekly & monthly basis of MIS reports.**

**PASSPORT DETAILS**

* **Passport No. : N9296603**
* **Date of Issue : 06/04/2016**
* **Expiry Date : 05/04/2026**
* **Place of Issue : Patna.**
* **Visa Status : Company Sponsorship**

**PERSONAL DETAILS**

* **Date of Birth : 05/01/1996**
* **Gender : Male**
* **Marital Status : Unmarried**
* **Nationality : Indian**
* **Language known : English and Hindi**

**DECLARATION**

**I hereby declare that the information furnished above is correct to best**

**Of my knowledge and belief. Md irshad**