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| **Name:**  **Aminuddin Fiyazuddin Shaikh**  **Email id:**  [aminuddinshaikh5@gmail.com](mailto:aminuddinshaikh5@gmail.com)  **Contact No.:**  +917507806739  +918208376198 Contact Address: At Post: Chinchani, Khadi Naka, Refai Mohalla, Tal:Dahanu, Dist: Palghar-401503. Personal Details: **Date of Birth:** 24th Jan,1994  **Sex:** Male.  **Nationality:** Indian.  **Marital Status:** Married**.**  **Languages Known:** English, Hindi, Marathi, Gujarati. | Curriculum Vitae   * **Career Objective:**   I would like to work in a professional environment where there is ample scope for learning through hands on experience. I endeavor to develop myself as better person through the challenges and responsibilities posed by job.   * **Education Qualification:** * M.Com from Mumbai University with (60.75 % in 2015 -16) * B.Com from Mumbai University with (74.65 % in 2013 -14) * H.S.C From M.K. Jr. College (Maharashtra Board with 66.17% in 2010-11) * S.S.C From C.T.E.S School (Maharashtra Board with 58.60% in 2008-09) * **Work Experience :**   **Currently Working in SNA Healthcare Pvt. Ltd. Since April, 2017 to till present (As a Accountant).**   * Managing All Dispatch including Local Dispatch & Export Invoice (E-Invoice GST Invoice, Export Custom Invoice, Export Packing List, Non-DG, Custom Declaration, E-Way, Packing List) * Material Inward, GRN, Material Issue, Purchase Requisition & Stock Statement in Tally System. * Recording daily accounting entries in books for all sales, purchase, cash & bank, other journal entries as and when arising. * Maintaining Stock of Raw Material & R.G.1 Daily Stock Account for Finished   Goods & Store Activities.   * Conducting monthly and quarterly bank and vendor account reconciliations to ensure accurate reporting and ledger maintenance. * Making Payment to Creditors, Electricity & others utility bills through Cheque/NEFT & interaction with other department for resolving various issues like vendors billing, payment receivable & payable * Preparing data of TDS, EPF & GST returns and reconcile GSTR2A/GSTR2B with books of accounts on monthly basis. * Preparing Form 15CA,15CB, Form 16, Form 16A & registration of New Employee & ESIC & PF Registration. * Processing monthly salary, reimbursement & Full & Final settlement, Handling queries related with payment of salary. * Handling Petty Cash Book for Daily Expenses & day to day reporting to Senior Management. * Assisting in closing the book on a monthly and annual basis with stringent due dates. * **Previous Work Experience:**   **3 Year Working Experience in Sanjari & Associates (Tax Consultant) Since May, 2014 to Mar, 2017 (As a Accountant.)**   * Vouching of various books like Purchase Book, Cash Book, Sales Book, Journal. * Handling VAT and Income Tax E-Return. * Handling Account Writing For Company, Beer Shops and Hotels in Tally ERP9. * Maintain Bank Reconciliation Statement & Reconciliation of Debtors & Creditors. * Calculation of Monthly Sale Tax/Vat, Service Tax & TDS Filling Returns. * Handling Clients Account Writing on Monthly Basis. * Maintain Subsidiary Book like Purchase, Sales, Receipts Voucher, Payment Voucher, and Journal Voucher. * Assist in the Preparation of Monthly Balance Sheet Account reconciliations. * Prepare Company and Personal Income Tax Returns. * Depreciation Working of Fixed assets As per Companies Act, 1956. * Maintain Petty Cash Book for Monthly Basis.  Computer Compatibility  * Tally ERP 9 & Knowledge of MS office (MS-Word, MS-Excel, MS-Power point, MS-Outlook) and Internet. * Knowledge of Internet search techniques used to find required information.  Personal Skills:  * Good verbal and written communication skills, willingness to learn. * Flexible and Versatile to adapt to new environment and work on any condition. * Easily Adaptable to new techniques and technology.  Declaration: I hereby solemnly declare that all statements made above are true and  Correct to the best of my knowledge and belief.        Date : Yours Sincerely,  Place: Mumbai (**Aminuddin Shaikh)** |