

CURRICULUM-VITAE

ABDUL ANEESH SHEKH

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CARRIER OBJECTIVE

To work in a prestigious company providing healthy environment and to work very hard with true spirit, dedication, devotion to achieve the goal of the company.

EXPERIENCE: 10 YEARS

10 Years of valuable experience in the field of Accountancy with Neo Corp International Limited as Accounts Officer.

CURRENT JOB PROFILE

Working With NEO CORP INTERNATIONAL LTD, INDORE AS An Officer- Accountants SINCE 2009.

- Preparation and e-filing of GST returns.
- Prepare of cash vouchers/Bank Entries/NEFT
- Purchase - Sales bill entry & all expenses bill entry
- Working on Trial Balance and Assist Finalisation Reports.
- RFD -01 Input Tax refund working & filing (inverted Tax Structure).
- Monthly MIS to related work and reporting to management time to time.
- Prepare Bank Reconciliation Statement.
- Vendor & Customer reconciliation.
- Preparation of TDS returns working for Filling.

ACADEMIC QUALIFICATION

Graduation B.COM :- Vikram University,(2005)
J.N.S. College Shujalpur (MP)

H. Sc. :- M.P Board Bhopal(2002)
Government High Secondary School, Akodia (MP)

High School :- M.P Board Bhopal(2000)
Government High Secondary School, Akodia(MP)

COMPUTERSKILLS

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- Operating Systems : MS, Windows-98/2000/XP/Windows-7.
 - Packages/Tools : MS-Office, Tally, SAP(Fi-co).
 - I C A : Diploma Certification from Institute of Computer Accountant.

STRENGTHS

Confident with good communication skills, Interactive, Hardworking, Quick learner, Religious, Creative, loyal, devoted to work with determination and will power.

PERSONAL PROFILE

- First Name : Abdul Aneesh
- Last Name : Shekh
- Date of Birth : 07/12/1984
- Father's Name : Mr. Abdul Jalil Shekh
- Marital Status : Married
- Nationality : Indian
- Languages known : English, Hindi
- Hobbies : watching Cricket and listening to Music
Spending time with My Family .

DECLARATION

I have strong inclination to be a part of Industry & my performance in the course supports my belief.

SIGNATURE
(Abdul Aneesh Shekh)

PLACE: -
DATE: