

## Z. MOHAMED ASIF

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Address: George Town, Chennai



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# ACCOUNTS ASSISTANT

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## Profile Summary

- **Two** Years Experience in General Accounting
  - Comprehensive Knowledge of Accounting Principles (GAAP), A/P, A/R, General Ledger and Taxation.
  - Administrated online Banking Functions
  - Analyzing and Preparing Profit & Loss A/c and Cash flow movements statements
  - Very Skill and Experience with utilizing Microsoft Excel (Pivot Table, Filtering, SUMIF, VLOOKUP, HLOOKUP, Logical and Text Functions).
  - Excellent working knowledge of Tally ERP 9, Microsoft AX and MS Word.
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## Area Of Experience

- Verifying Purchase order and Preparing Sales Invoice, Proforma Invoice and Credit Note for Goods supplied to B2B and B2C Customers.
- Generate E - Way Bill for outward supplies and Inward Supplies.
- Verifying Employees working Hours, OT, onsite expenses for Preparing Invoice for service supplied to customers.
- Analyzing Average Collection Period Days as Customer wise.
- Prepare Customer outstanding Aging Report.
- Verifying List of Products and service from Purchase Bills and Recording Entry on ERP.
- Verifying expenses Bills, Travelling Reimbursements Bills and Recording Entry on ERP.

- Tracking Bills Payable and Due Dates.
- Reconciliation of Vendor and Customer Ledgers for Monthly basis.
- Prepare Balance Confirmation Letters and send to Customers and Vendors for Monthly Basis
- Preparing BRS on Daily Basis
- Statutory Payments Paid on Online Banking(GST, TDS, Income Tax, Professional Tax, EPF and ESIC)
- GST Return Filing Monthly and Quarterly(GSTR 3B and GSTR1)
- GSTR 2A Reconciliation
- File TDS Return and Generate Form 16, 16A
- Reconciliation and analysis TDS statement with form 26AS
- Preparing GSTR 9 Data and Assist to audit to Filing GSTR 9C
- Maintaining Fixed Asset Records.
- Maintaining stock inward and outward and analyzing stock category Margins
- Prepare Gross Profit and operating Profit on monthly Basis and Reporting to Management
- Assist Auditors for Accounting Finalization
- Analysis Cash flow movements and Net flow
- Prepare cash flow projection for weekly Basis
- Preparing book debts, Stock statements, Creditor statements on half yearly basis for submit to Bank for Drawing Power Limit sanction.

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## **Employment Details**

**Hasan & Co, Chartered Accountants, Chennai – Auditor Office**

Auditor Assistant                      July 2017 – June 2019

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**Education:**

B.Com(Computer Application) from Alagappa University With 50% (2017)

H.S.C from Ilayangudi HSC School 50% (2013)

**Personal Details:**

Name : Z. Mohamed Asif

D.O.B : 23.10.1994

Sex : Male

Age : 27

Marital status : Single

Language : English, Tamil

Nationality : Indian

Hometown : Ilayangudi, Sivagangai District

Passport No : M6777760

**Declaration**

I hereby declare that the information above furnished is true to the best of knowledge.

Date:

(Z. Mohammed Asif)

