

Address – D-5/6, St. No.4 3rd Pusta New
Usmanpur Delhi-110053
Contact - +918285015210
Email – sdm.sadequeen@gmail.com

MOHD SADEQEEN

OBJECTIVE Well-organised accountant with more than 3 years of dedicated experience in the field of tax accounting. Offers insight into financial reporting, specialized in tax knowledge, additional to being well-versed in regular accounting systems. Loves to strategies in new systems to create more efficient ways of accounting for the company's benefit.

SKILLS & ABILITIES MS Office
Tally ERP
General Accounting
Tax Compliance
Problem Solving
Communication

EXPERIENCE

SANDEEP SHARMA ASSOCIATES, SHAHDARA

Sep 2017 to Mar 2020

Senior Accountant

- Prepared and filed GSTR-3B, GSTR-2, GSTR-1, GSTR-4A, CMP-08, GSTR-9 and GSTR-9C.
- Maintained clients account at office place and given support as they needed.
- Posted sale, purchase and expenses entries on monthly basis.
- Analyzed balance sheet accounts and posted monthly journal entries.
- Performed monthly bank reconciliation and general ledger account analysis for assets.
- Performed monthly cash basis financials.
- Track loan repayment schedule and keep an overview.
- Handled tax audit.
- Prepare and filed ITR-4.
- Reconciled financial statements monthly, quarterly and yearly basis.
- Recorded journal entries.
- Reconciled sale, purchase and journal entries monthly & yearly basis for Books finalization.
- Reconciled input tax credit on monthly basis.
- Reconciled banks and cash books.
- Fixed asset accounting.
- Complete assets retirement and sale entries.
- Recorded expenses entries.
- Recorded bank statement.
- Trained and on boarded 3 junior accountants
- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions from lock box and local deposits.
- Updates receivables by totaling unpaid invoices.

- Prepare and filed ITR-4.
- Reconciled financial statements monthly, quarterly and yearly basis.
- Recorded journal entries.
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- Reconciled input tax credit on monthly basis.
- Reconciled banks and cash books.
- Fixed asset accounting.
- Complete assets retirement and sale entries.
- Recorded expenses entries.
- Recorded bank statement.
- Trained and on boarded 3 junior accountants.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions form lock box and local deposits.
- Updates receivables by totaling unpaid invoices.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers.
- Resolves valid or authorized deductions by entering adjusting entries.

SSAG & ASSOCIATES, CONNAUGHT PLACE

Oct 2020 To Present

Senior Accountant

- Prepared and filed GSTR-3B, GSTR-2, GSTR-1, GSTR-4A, CMP-08, GSTR-9 and GSTR-9C.
- Maintained clients account at office place and given support as they needed.
- Posted sale, purchase and expenses entries on monthly basis.
- Analyzed balance sheet accounts and posted monthly journal entries.
- Performed monthly reconciliation of ITC.
- Posted bank statement and performed bank reconciliation on monthly basis.
- Performed monthly cash basis financials.
- Reconciled financial statements monthly, quarterly and yearly basis.
- Recorded journal entries.
- Tracking loan repayment schedule and keep an overview.
- Trained 4 junior accountants.
- Reconciled sale, purchase and journal entries monthly & yearly basis for Booksfinalization.
- Reconciled input tax credit on monthly basis.
- Reconciled banks and cash books.
- Fixed asset accounting.
- Complete assets retirement and sale entries.
- Recorded expenses entries.
- Recorded bank statement
- Performed finalization of balance sheet and effectively controlled expenses.
- Updating and maintaining records of expenditures.
- Sending out payments for company credit cards.
- Responding to vendor invoices.

- Ensuring that all payments are made in accordance with company policy.
- Ensuring that all payments are sent on time.
- Resolving payment discrepancies and disputes on behalf of the company.
- Preparing and mailing invoices to customers.
- Posting payments to customer accounts.
- Organizing and filing deposit receipts as invoices are paid.
- Preparing reports on delinquent accounts and customer payment profiles.
- Reconciling cash receipts and deposits.
- Analyzing financial records for accuracy

EDUCATION

10th passed from G.B.S.S.S New Usmanpur.
 12th passed from G.B.S.S.S Gautampuri
 B.com passed from SOL Delhi University.
 M.com persuing from IGNOU.

PERSONAL DETAILS

Father's Name	:	Mohd Jilani
D.O.B	:	20/07/1998
Language	:	Hindi, Urdu & English
Religion	:	Islam
Marital Status	:	Unmarried
Hobbies	:	Singing
Nationality	:	Indian
Strength	:	Quick Learner

Date :

Place :

(Mohd Sadeqeen)