

# Shahnwaj Ansari

## **Accountant - PNA Design Pvt Ltd**

Delhi, Delhi

[mdshahnwajansari4\\_p65@indeedemail.com](mailto:mdshahnwajansari4_p65@indeedemail.com)

+91 9999703299

- A result oriented professional with 7 years' experience in Accounts and Finance.
- Keen learner, Self-motivated Team player and Enthusiastic leader.
- Work Experience in Accounts Payable, Accounts Receivable.
- Proficiency in systems such as MS Excel (V Lookup, Pivot Table, Conditional Formatting etc), MS office (Outlook, PowerPoint, Word) etc.
- Possess strong Accounting knowledge & management policies that will help to have better control or provide a better understanding of the accounts handled.

## Work Experience

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### **Accountant**

PNA Design Pvt Ltd

December 2012 to Present

Current Job Profile:

- Making Deposit online & filling of GST, TDS & income tax.
- Continuous monitoring of on-going construction activity at different sites
- Price negotiation, selection, movement and ordering of material
- General office supervision, Staff Control and attendance
- Making Monthly Bank Reconciliation Statement of Various Bank.
- Making of Tracker of all Bill. (Received bills, Process bill and Payments)
- Coordination with vendor & creditor for payment.
- Monitored and recorded company expenses
- Prepare Monthly MIS Report
- Assist in review all relevant documents relating to the business transaction.
- Maintain Creditor and debtors bill wise detail.
- Petty Cash Handling

### **Executive Accountant**

Ace Microelectronics Pvt. Ltd

February 2011 to November 2012

In kalkaji it is a Software Company.

Responsibilities:

- Maintained Cash book, Bank book, Ledger, Stock register, Purchase register (manually)
- Preparation of Monthly Trial balance, Debtors statements, Stock statement
- Party reconciliation statement correspondence., Bank reconciliation statement
- Maintenance of employee's records and their all

## Education

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### **Commerce**

Magadh University

### **Knowledge of Accounting Software Tally**

Gaya College Gaya - Gaya, Bihar