

WAHAB AHMAD

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Name of the Post Applied: Account Executive

Years of Experience: 3 Years.

OBJECTIVES:

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

EDUCATIONAL QUALIFICATION:

- Graduation (B.com) from Lalit Narayan Mithila University Darbhanga, Bihar
- 12th from Bihar Examination Board Patna, Bihar,
- 10th from Bihar Examination Board Patna, Bihar,

PERSONAL WORK EXPERIENCE:

- Shame Rub Associate, (CA, Firm), 2 Year, Sarai Jullena, New Delhi.110025.
- Current Company AVC Systems Solutions Private Limited, Nirman Vihar, New Delhi-110092.

Current Profile

- Handling of collections of outstanding balance from clients.
- Handling all type of bank quires.
- Handling the bank payment through Cheque, DD, and NEFT & RTGS.
- Checking and Booking of Employee Reimbursement Related Expenses.
- Preparation of various monthly Schedule like as: - Salary Advance, Tour Advance and Impress.
- Maintaining the Accounting Files up to date for each year.
- Maintaining the Outstanding Expenses and Loan & Advance.
- Maintaining the Contractors Outstanding Balance and deducting the TDS Amount of all Vendors.
- Reconciliation of bank statement and Cash Statement for Monthly Basis.
- Reconciliation of General Ledger Balances.
- Reconciliation of Sundry debtor's statement on Monthly Basis.
- Preparing Salary Input & Full & final Settlement of Left Employee.
- Preparing the Profit and Loss for Monthly basis and given to the Partners.
- Preparing the Income & Exp. Monthly Basis.
- Preparing the TDS Payable for Vendors, and entering in to Tally.
- Preparing depreciation on Fixed Assets.
- To make Salary Advice every month.
- To ensure timely recovery of advances from employee.
- GSRT-1,& 3B Return filling
- GSTR-1, 2A, 3B and compare with books of accounts to check mismatches.
- Checklist to detect mismatches & compute net tax payable

Personal Details.

Name . Wahab Ahmad

S/O. Iftakhar Ahmad

BOD.02 January 1990

Current Location. C-137/A,Shaheen Bagh, Near Taiyab Masjid,

Jamia Nagar, Abul Fazal Enclave,Okhla-II, New Delhi-110025

Date

Wahab Ahmad

Place

Signature