

Razi Ansari

Address:, Room no 1515/G block plot 23

lotus Colony Govandi Mumbai 400043

Email id: ansarirazi2011@gmail.com

Contact: +91 8286895561

OBJECTIVE

- ☐ To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.

PERSONAL DETAILS

Date of Birth : 12-04-1992
Marital Status : Married
Nationality : Indian
Gender : Male
Qualification : Graduate (B.com)
Languages known : English, Hindi
Address : Room no 1515, Plot no 23, 'G' Block Lotus Colony
Colony Govandi Mumbai 400043

PROJECTS UNDERTAKEN

1.) RYAN LIFESTYLE. (Us & Uk – IMPORT & EXPORT) (1 Jan, 2019 To 31 April 2022)

Environment: - Senior Accountant

Payable, Receivable, Net Banking, Salary Transaction, Sales,
Purchase , Bank Reconciliation, JV, TDS, Payment, cash
voucher.

Responsibilities:

- ☐ Bank Reconciliation.
- ☐ Released salary of all employees in the end of the month.
- ☐ Expense for Transporter bills.
- ☐ Negotiate CHA for export documents and company goods.
- ☐ Acknowledgment all clients regarding payments.
- ☐ Every week MIS report.
- ☐ CA reporting every month with TDS and vouchers.

2.) Gulshan Traders (Import & Export) (1 April 2017 To 10 Dec 2018)

Environment: - GST Calculation, Cash collection, Payment ,
Transports handling, Sales, Purchase, Receivable,
Payable, Bank Reconciliation.

Responsibilities:

- ☐ Negotiate for rate discussion Ultratech Pvt Ltd & Ambuja Cement Pvt Ltd.
- ☐ Every week MIS report
- ☐ Transporter discussion for delivery with transport rate and follow.
- ☐ Negotiate international clearing agency for import documents.
- ☐ Acknowledgment all clients regarding payments.
- ☐ Cash collection.
- ☐ Bank Reconciliation every week end.
- ☐ CA reporting every month.
- ☐ Manage salary of all employees in the end of the month

3.) Insha Collection (China Import) (1 May, 2015 To 29 Feb, 2017)

Environment: - Accounting Field Work

Transporter Checking
Cash collection
Payment
All over India.

Responsibilities:-

- ☐ Negotiate for rate discussion all clients.
- ☐ Sales bill entry in tally.
- ☐ Transporter discussion for delivery with transport rate and follow.
- ☐ Negotiate CHA for import documents.
- ☐ Acknowledgment all clients regarding payments.
- ☐ Cash collection.
- ☐ Bank Reconciliation every week end
- ☐ Every week MIS report
- ☐ Manage salary of all employees in the end of the month

4.) Ansari Agro Foods. .(15 Jan, 2014 To 30 May, 2015)

Environment: - Accounting Field Work.

Payment, Cash Collection, Bank Cash Deposit,
Transporter Handling & Follow-up.

Responsibilities:-

- ☐ Sales bill entry in tally.
- ☐ Transporter discussion for delivery with transport rate and follow.
- ☐ Feedback all clients regarding payments.
- ☐ Cash collection.
- ☐ Bank Reconciliation every week end.
- ☐ Every week MIS report
- ☐ Manage salary of all employees in the end of the month.

5.) IT PROFICIENCY

- ☐ Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point
- ☐ Internet Browsing
- ☐ Language: C
- ☐ Supportive language: HTML & CSS javascript ,jquery.
- ☐ Python Learning.

PERSONAL QUALITIES

- ☐ Ability to inspire and motivate others as well as to use own initiative to display.
- ☐ Excellent communication skills.
- ☐ Hard working and team player.
- ☐ Recognized by previous employers for timely and accurate completion of job functions.

I assure you sir, if you given Opportunity , I would perform my duties to the best of my knowledge and ability and to the utmost satisfaction of my performance.