

# **Resume**

## **INAM ALI**

R-279/3, Syed Road, Gali no.2  
Joga Bai Extn, Jamia Nagar,  
New Delhi-110025

E-Mail :- inam95ali@gmail.com  
Mobile No: +91 9871274780/9811879373  
Skype Id :- inam0014



### **Career Summary**

- ❖ An analytical and honest professional with 3+ years of work experience and expert knowledge in Tally, Maintaining basic accounts, Book keeping, Reconciliation of Bank Statements, Voucher Entries, Preparing Invoices & Tax Invoices, Maintaining Inventories, Final Account preparation, Entries related with Taxes (VAT,Tds & Service Tax).
- ❖ Experience of managing accounting functions, preparing financial reporting and month end close.
- ❖ Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- ❖ Proficient in team member, determined & quick learner with good interpersonal skill.

### **Key Skills**

- ❖ Expertise in working with MS Excel spreadsheets.
- ❖ Experience of working on TALLY ERP 9.0,TALLY 7.2 & BUSY
- ❖ Good command over calculations.
- ❖ Operating Systems :- Microsoft Windows XP, 2007,Vista,Windows 10
- ❖ Packages :- MS Office Suite (Word & Excel), E-mail applications.

### **Personal Qualities**

- ❖ Quick learner & Self-Motivated.
- ❖ Loyal towards work and duties.
- ❖ Can work under stressed condition.
- ❖ Good communication skills and Interpersonal.
- ❖ Ability to provide excellent customer service.
- ❖ Ability to work in team as well as individually.
- ❖ Positive thinking and hardworking, Attitude to learn and improve continuously.

## **Employer**

- ❖ Presently working as an Accountant in Shymova Transformation Private Limited from Dec 2013.
- ❖ Worked as an Accountant in Vipin Gupta & Co. (A Chartered Accountant Firm) from Dec 2012 to Dec 2013.

## **Key Responsibilities Handled**

- ❖ Handling day to day Accounts in TALLY ERP 9.0
- ❖ Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- ❖ Verification of bills & reconciliation of total turnover.
- ❖ Maintain register of Debit and Credit note.
- ❖ TDS deduction on Payment or Invoice booking.
- ❖ Preparing outstanding list of Debtor & making Payment follow-up.
- ❖ Creation of master of Vendor and fixed assets and customer.
- ❖ Bank, Debtors & Creditors Reconciliation.
- ❖ Stock Reconciliation Statement.
- ❖ Stock Inward & Outward as per PO And Allocation.
- ❖ Branch Transfer of Stock.
- ❖ Client & Vendor Interaction & making follow-up for Payments.
- ❖ Petty Cash Management & Cash book Reconciliation.
- ❖ Making Reports as per Management Requirement.
- ❖ Handling Sale Tax & Service Tax work along with company chartered Accountant.
- ❖ Prepare Sales, Purchase Register.
- ❖ Making Cheques for parties.
- ❖ Preparation and Online filing of Vat Return, Service Tax Return, TDS Return, (Theoretical & Practical knowledge).
- ❖ Preparation and finalization of Accounts, preparation of Financial Statements.
- ❖ Maintaining Accounts Receivable & Accounts Payable.
- ❖ Monthly Visit in a Company for Accounting.
- ❖ Preparing of Tax invoices, Vouchers.
- ❖ Liasoning with Bank for Banking Transaction.
- ❖ Handled work related to monthly billing and sales reports.
- ❖ Worked in the Billing process.
- ❖ Handled monthly journal entries, accounts and various ledgers.
- ❖ Experience of handling general ledgers, account payables, accounts receivable, sales, billing etc.
- ❖ Maintain salary register in MS-Excel.
- ❖ Maintain Balance sheet & profit & Loss.
- ❖ Maintain cash transaction & petty cash book, preparing cash.
- ❖ Day to day cash & bank transactions.

## **Certification**

- ❖ Certificate in Computer Application and Accounting from the Institute Of Computer Accountants (ICA).

## **Academic Qualification**

	<b>Board/University</b>	<b>Year of Passing</b>
<b>B.com.(hons)</b>	Jamia Millia Islamia ,New Delhi	2013
<b>Class 12<sup>th</sup></b>	Jamia Millia Islamia ,New Delhi	2009
<b>Class 10<sup>th</sup></b>	Jamia Millia Islamia ,New Delhi	2007

## **Personal Details**

Father's Name : Mr. Liaquat Ali

Date of Birth : Jan 04, 1991.

Sex : Male

Marital Status : Single

Hobbies : Listening to Music, Playing Cricket.

Passport No. : K9502606

Date of Issue : Feb 04, 2013

Date of Expiry : Feb 03, 2023.

Place of Issue : Delhi

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

Place: New Delhi

Date:  
**Ali)**

**(Inam**