



SHAHNAWAZ MIKRANI

DOHA QATAR

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Career Objective

Seeking a challenging career as an Accounting in a progressive organization to enhance my accounting and financial management skills.

Personal Profile

Name: SHAHNAWAZ MIKRANI

Date of Birth: 17/03/1983

Gender: Male

Marital Status: Married

Nationality: Nepalese

Permanent Address: Noori Mahalla Shivsagar Chock Malangwa 4 Sarlahi
Nepal

Passport No: 08354094

Passport Expiry: 7 Jan 2025

Religion : Islam

Language: English, Hindi, Nepali.

Education Qualification

- ❖ MBA in July 2017 from NIBM Chennai India with B+ Grade.
- ❖ BBA Finance in May 2008 from. IMTS Noida India with A Grade.
- ❖ H.S.C Examination in May 2001 from B.I.E.C. Patna India
- ❖ I have Passed S.L.C Examination in July 1999 from HMG of Nepal

Employment and Work Experience

worked as an Accountant – Accounts & Finance at Lone Star Trading Doha Qatar.
from June 2010 October 2016.

Personal Qualification

- ❖ Hardworking.
- ❖ Self Motivated.
- ❖ Positive attitude.
- ❖ Presence of mind.
- ❖ Do challenging work.
- ❖ Always respect to my senior.

Professional Qualifications

- ❖ I have complete knowledge of Microsoft Word, Excel, Power point, Internet, Tally (ERP9) with Inventory & IBAS-PRO.

Working Qualification

- ❖ Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- ❖ Verification of Bills & Reconciliation of Total Turnover.
- ❖ Bank, Debtors & Creditors Reconciliation.
- ❖ Maintain cash transaction & Handling Petty Cash.
- ❖ Reconcile day to day cash & Bank transactions.
- ❖ Preparing outstanding list of Debtor & making Payment follow-up.
- ❖ Preparing of Tax invoices, Vouchers.
- ❖ Sales & Purchase total reconciliation of accounts calculating VAT & CST.
- ❖ Reconciliation of Bank Statement at the end of month.
- ❖ Calculate Service Tax, TCS, Vat Return ,CST Return, TDS Return Filling , Income Tax E Return Filling & P.F.,E.S.I.
- ❖ Prepare RG-1 Register & Excise Calculation.
- ❖ Calculate Salary & TDS on salary and issued form 16 as per time lines.
- ❖ Also calculate TDS & issued form 16A as per time lines.
- ❖ Co-ordination with Chartered Accountants & Tax Consultants.
- ❖ Issued Cheques, NEFT & RTGS for payment.
- ❖ Prepare Inventory Register.
- ❖ Prepare MIS Report & Cash Flow Statement.
- ❖ Prepare Purchase order & Follow – up & Performa Invoice.
- ❖ Prepare stock statement of C/C Account on monthly basis and QIS Statement as per requirement.
- ❖ Submission of Periodic report to the Management

- Sales & Purchase
- Receipt & Payment
- Record of item & Maintain Inventory Register.
- Item Movement
- ❖ Maintain Provisional Balance sheet and Profit & Loss A/C.
- ❖ Submitted Document for Sales tax Assessment queries as per requirement of Consultant & C.A.
- ❖ Arrange document for Statutory Audit & Tax Audit.

I hereby declare that whatsoever stated above is true and correct to the best of my Knowledge and belief.

Place: Doha Qatar.

Shahnawaz Mikrani