

CURRICULAM - VITAE (C.V.)



AZAM WARS I

4 9 4 / 9 - C / 3 7 A , S A R A I H A S A N G A N J ,
Daliganj, Lucknow - 226001 U.P.

India

Mob. :

+917703056225,7499975841,

OBJECTIVE

±

To work with a dynamic and professionally esteemed organization where my skills and abilities can be utilized.

EXPERIENCE

Under training of Alavi Associates, Chartered Accountant, Lucknow as an Accountant Since Feb. 2008 to April 2011.

Contract Base Work Under Chartered Accountant :-

2009 **Era Educational Trust** Hardoi Road,
Lucknow, U.P - India

2009 **Taj Hotel** Gomti Nagar,
Lucknow, U.P - India

2009 - **Brans Info Tech Pvt.Ltd.** Raj Nagar,
Ghaziabad, U.P - India

Employer

2011-to till date in A.Automovers Pvt.Ltd.(**Mahindra & Mahindra Group**)

Designation :- Accountant

Day to Day Accounting & Finalisation book of Account Preperation Balance Sheet & Profit & Loss Account.

Job Responsibilities:-

1. MIS like Daily Collection Report, Monthly Petty cash expenditure details .

2. Insurance Claim Reconciliation.
3. Preparation of Monthly Financial reports .(Vat & Service Tax Report).
4. Debtor & Creditor Reconciliation Statement .
5. Preparation of all types of vouchers Entry In Tally .
6. Recording transactions in daily basis in Tally, maintaining books of accounts.
7. Petty Cash Voucher & Invoices Posting Daily Basis In Tally.
8. Responsible for expenditure and collection transactions.
9. Making outstanding detail & follow- up.
10. Entries of cash Book, Sales Bills & Purchase Bills etc.
11. Cash Handling & Preparation of Day Book.
12. Daily Revenue Collection & reconciliation.
13. Petty Cash Management & cash Book Maintain.
14. Payment process.
15. Credit Card Payments and follow up.
16. Stock Audits & Cash verification Audit Work.
17. Handled work related to monthly billing and sales reports
Preparation of ledgers & regular accounting.
18. Assistance in the Final Accounts & Balance sheet.
19. Preparation and Maintenance of various registers like
Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post DateCheque (PDC)Register, Receipt Register(RR),Payment Register(PR).
20. Experience of handling general ledgers, account payables, accounts receivable, sales, billing etc.

21. Manage the collections and bank statements reconciliation.
22. Responsible for processing tour and expense reports.
23. Preparation of staff attendance, maintaining leave records for the employees.
23. Client Reconciliation Statement.

Handling day to day Accounts in Tally ERP.

Personality Traits

- Excellent communication and interpersonal skills.
- Ability to work in team as well as individually.
- Positive thinking and hardworking.
- Possess leadership qualities.

PROFILE

Name : Azam Warsi

Fathers Name : Mr.Nisar Warsi

Mother Name : Mrs.Shammi Warsi

Permanent Address : 494/9C/37A Sarai Hasan Ganj,Daliganj, Lucknow, Uttar Pradesh -226001 India

Marital Status : Unmarried

D.O.B. : 14-08-1990

LANGUAGES KNOWN

- English - Read - Speak - Write
- Hindi - Read - Speak - Write
- Urdu - Speak

EDUCATION QUALIFICATION

- Intermediate - 2008 from U.P. Board, Allahabad
- B.Com . - (III Year 2012) from Lucknow University

COMPUTER KNOWLEDGE

Accounting Software : Tally - (All Version),Tally from IPCC Tally Academy,Lucknow

Applicatons : Microsoft Office - MS Excel, MS Word & MS Power Point

STRENGTH

- Effective in working as a team work.
 - Professional in taking up responsibilities.
 - Good interpersonal skills and hard working.
-

INTERESTS

Chess,Cricket, running, computers.

Date :

Place : Lucknow

Signature

494/9-C/37A, SARAI HASANGANJ,DALIGANJ ,LUCKNOW
UTTAR PRADESH-226001(INDIA)
MOB-7703056225,7499975841
e-mail: azamwarsi26@gmail.com