

Resume for the Post of Accountant

AQUEEL AHAMAD

H-49/14, Fourth Floor, Ghalib apartment, Jamia Nagar, Okhla, New Delhi, 110025

Mobile: +91-9717454992, aqueelahamad004@gmail.com

Career Objective

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

Career Summary

- Complete my education with management course, starting with graduation as **BBA** & Post graduation as **MBA (Finance)**
- Has a **keen interest in Accounts profile**, so started my career from here.
- A detail oriented with excellent knowledge of accounts possesses rich experience of 3.5 years of experience in financial planning, analysis and accounting principles of GAAP.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization
- Innovator with creative skills and experiences to improve overall business processes.

Technical Skills

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Experienced in working on Tally 9.0
- Internet Savvy
- Advance Excel (V lookup, H lookup & Advance formulas)
- XL Web pro (An Accounting software for travel agency)
- Creating MIS Reports
- Managing MIS report

Work Experience

Company:

My Holiday Times Pvt. Ltd. (India)(3.5 Year's)

From 10 December 2012 to present.

Position: Accountant

Work Responsibilities

- Preparing daily work load for staff & coordinating the daily allocation of work.
- Co-ordination with Bank

- Verification of payment of invoices, credit notes, advances, employee expenses, book keeping
- Handling queries and coordination with vendors
- Preparation of MIS report
- Handling accounts receivables and payables.
- Prepares payments by verifying documentation, and requesting disbursements.
- Coordinating with customers for the cash receivable and making a report.
- Perform accounting and clerical functions to support supervisors
- Handling Petty Cash.
- Bank reconciliation.
- Entering the required data in the accounting software
- Budget v/s actual reports.
- Preparing profitability statement on a monthly basis.
- Salary preparation for all the employees.
- Preparing balance sheet, Profit and loss account, cash flow on a monthly basis.

Academic Qualification

Examination	Year	Percentage
MBA in Finance from Sikkim Manipal University	2015	Pursuing
BBA from Sikkim Manipal University	2012	59%
12 th - (B.S.E.B)	2009	67%
10 th - (B.S.E.B)	2007	54%

Strengths

- Eager to learn new things
- Self-motivated and committed.
- Good communication & interpersonal skills.
- Strong administrative qualities
- Goal Oriented
- Highly organized and dedicated
- Hard Working
- Highly trustworthy, discreet and ethical.
- Positive Thinker
- Strong analytical and problem solving skills

Interests

Internet surfing, Singing, Reading, Playing Cricket & listening Song

Passport Details

Passport No. : N7532791.
 Date of Issue : 20nd Jan. 2016.
 Valid Till : 19st Jan. 2023.

Place of Issue : Patna, Bihar, India. (ECNR)

Personal Details

Full Name : Aqueel Ahamad
Father's Name : Md. Nishar Ahamad
Permanent Address : Village- Hasanpur Wasti, Post- Mahua, Dist- Vaishali, Bihar
Date of Birth : 02th October 1992
Marital status : Single
Sex : Male
E-Mail : aqueelahamad004@gmail.com

Declaration

I hereby declare that all the information given above is true to the best of knowledge. I will do hard work and be sincere and thankful to you if I get a chance to work in your esteemed organization. I assure you that I will abide all the rules and regulations of your company. Expecting a very favorable reply from you at the earliest.

Place: New Delhi

Date:

(Aqueel Ahamad)