



## **IMTIYAZ JAVED**

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### **Career Objective:**

To achieve success in my life & career and contribute to the success of my organization through my hard work honesty and sincerity.

**Work Experience:** Over all 6 years.

Presently employed: with '**Aldivo International Pvt.Ltd.** as an Accounts Executive from 5<sup>th</sup> Dec 2016 to till dated in New Delhi.

### **JOB Responsibilities:**

- *Maintenance books of accounts in Tally 9 ERP & SAP-B1*
- *Handing day to day accounting function transaction entries*
- *Managing Debtors & Creditors Reconciliations, and recovery from clients.*
- *Prepare weekly /Monthly consolidated Debtor/Creditor reports.*
- *Generation of Invoice.*
- *Identifying and highlighting accounts for which provision need to be taken.*
- *Prepare Budget & allocation of expenses in accordance of Budget.*
- *Prepare daily Cash / Bank reports.*
- *Reconciliation of Banks statements on regular basis*
- *Assist in the fulfillment of annual audit requests and query.*
- *Scrutiny of General & Party Ledger*
- *Responsible for calculation and Deduction TDS ,Sales tax & VAT*
- *Filing of Income Tax Return*
- *Responsible for timely payments of Rent, Telephone, Cell Phones, Electricity, House Lease, Computer Lease, Credit Card etc.*

### **Previous Employment Details.**

1. Worked with '**Alig And Associates**' (Chartered Accountant) as an Accounts/Audit Executive from 1<sup>st</sup> August 2014 to 30<sup>th</sup> November 2016 in New Delhi.
2. Worked with '**Ideal Broadcasting india Pvt.Ltd** as an Assistant Accountant from 2<sup>nd</sup> July 2011 to 20<sup>th</sup> July 2014.

3. Worked with 'Veeraraghwani and co' (Chartered Accountants) as an Auditor from May 2010 to 30<sup>th</sup> June 2011. Major Job Assignment done with :

- City Bank
- Future Capital Ltd.
- DCB Bank
- Standard Chartered Bank
- Future Money
- IDBI Bank etc.

### **EDUCATIONAL QUALIFICATION**

: **B.Com (Hons).**

From S.K University Dumka (Jharkhand) 2004

: **M.Com (Accounting & Finance)**

From Annamalai University Chennai in 2008

: MBA Finance 2011.

### **COMPUTER KNOWLEDGE**

: MS OFFICE ( EXCELL, WORD ,ACCESS, POWERPOINT ETC)  
.,TALLY 9 ERP , SAP B1(Financial)

### **Personal Information**

Residential Address : FC 4, 1<sup>st</sup> Floor, Street No. 22, Shahin Bagh, Jamia Nagar  
New Delhi – 110025.

Father's Name : Mr. Noor Alam

Date of Birth : 10<sup>th</sup> May 1983

Nationality : Indian

Marital Status : Single

#### **Passport Details :**

Passport No : M5216057

Issuing Date : 27/1/2015

Issue from : New Delhi

Date of Expiry : 26/01/2025

### **General:**

Pleasing personality with good communication and convincing skills. Can handle multiple assignments in a systematic and organized manner as explained in my profile. Always target oriented and committed towards assignments.

Language Capabilities:

Well versed in English, & Hindi.

Date :

Place : New Delhi

**(IMTIYAZ JAVED )**