

## **Mohd Roman**

H. No.-319, Street No-10,  
New Kardampuri Extension  
Delhi-110094

**Phone:** +91-9289463180; 7042413342

**Email:** mohdromaan2009@gmail.com

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## **Accounts & Finance Professional**

M.com (Finance) with offering 06 years of experience across the industry

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### **Objective**

Believe in making long-term relationship with a premier organization and keep acquiring knowledge for continuous growth of both me as a professional and of the organization

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### **Academic and Professional Qualifications**

**M.Com (Finance)** - from Jamia Millia Islamia.

**B.Com** - from University of Delhi

**One Month** “Certificate in Tally 9.00 & Entrepreneurship” From MSME Delhi

**100 Hours** “Computer Training Certificate” From Institute of Chartered Accountants of India

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### **Professional Experience**

#### **Carat Lane Trading Private Limited**

July 2015 to April 2017

Junior Executive – Accounts & Finance

- ✓ Accounts Payable/Accounts Receivable
- ✓ Accounts Reconciliation/ Bank Reconciliation
- ✓ Voucher Entries ( Sales/Purchase/Income/Expense) in Tally E.R.P
- ✓ Voucher Entries ( Sale /Returns / Buyback) in POS / Synergics software )
- ✓ Maintaining & Finalization of Accounts.
- ✓ Calculation of Income Tax & Sales Tax(DVAT, CST ), Payment & Return filling
- ✓ Liaisons with Taxation consultant (Chartered Accountants, Advocates) & Tax Authorities
- ✓ Preparation of Reports (Taxation, Stock, Cash)
- ✓ Providing training to Sales Person (Point of Sales) POS Software.

#### **Luxury Online Retail India Private Limited**

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Subsidiary of Carat Lane Trading Private Limited

July 2015 to February 2016

Junior Executive – Accounts & Finance

## **M/s Rihan Tailoring Material Store, New Delhi**

May 2011 to July 2015

Executive– Accounts & Finance

- Accounts Payable/Accounts Receivable
- Accounts Reconciliation/ Bank Reconciliation
- Voucher Entries ( Sales/Purchase/Income/Expense) in Tally E.R.P
- Calculation of Income Tax & Sales Tax(DVAT, CST ), Payment & Return filling
- Maintaining & Finalization of Accounts up to Balance Sheet
- Preparation of Reports ( Taxation, Stock, Cash )

## **Mohan Gupta & Company, (Chartered Accountants) New Delhi**

November 2007 to May 2011

Assistant– Audit (Internship with Chartered Accountant)

- Audit of Accounts for CA firm's clients
- Audit of Taxation compliance (Sales Tax, CST, Service Tax, TDS) etc done by clients
- Audit of Inventory held by clients of CA firm
- Preparation of various Audit Reports
- Maintenance of Accounts up to finalization of Balance Sheet for clients of CA firm

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### **Software Skills**

- Tally 9, Tally Erp 9.00
  - Point of Sales (POS) & Synergics (ERP)
  - VAT (Sales Tax), Service Tax Software
  - Microsoft Office ( Word, Excel 2013, PowerPoint)
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### **Personal Details**

Father's Name	:	Mr. Mohd Sami
Marital Status	:	Single
Religion	:	Muslim
Interest	:	Reading, Playing Cricket
Language Known	:	Hindi, English & Arabic

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### **Declaration**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Delhi

**MOHD ROMAN**

Date: