



ZAMEER RAZAK

AUDIT ASSISTANT, ACCOUNTANT AND ADMIN

CONTACT

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EDUCATION

2019 - 2022

SACRED HEART COLLEGE
MADANTHYAR MANGLORE
UNIVERSITY

• B.COM

2017 - 2019

ST.THERESE PU COLLEGE
BELTHANGADY

• COMMERCE

- 2+ years' experience in accounting and financial management and administration
- creating financial statements, budget analysis, and cost control
- Experienced in identifying and resolving discrepancies
- Skilled in MS Excel, Tally ERP, WPS and other accounting software
- Excellent communication and organizational skills
- Selfmotivated with the ability to work independently or in a team environment

PROFILE

Seeking a Challenging position in an organization that encompasses a quality work environment and apply my knowledge, skills and experience to contribute for the growth and prosperity of the organizations, simultaneously for personal growth, leading towards a good professional career

PROFESSIONAL EXPERIENCE

SHABBIR & GANESH, Chartered

2023 - 2024

Accountants, BANGLORE -India

Audit Assistant, Accountant & Tax Practioner

- 1+ years of experience as a Accountant and Audit Assistant, providing financial and operational leadership to teams of up to 5 employees
- Proven track record of successfully leading teams in accounting and auditing projects
- Skilled in preparing financial statements, preparing audit reports, and creating internal control plans
- Adept in using accounting software such as Tally ERP, WPS, Microsoft Dynamics
- Tax/GST Assessment GST/PF/ESIC/TDS filing Experienced in developing and implementing accounting systems and procedures
- Finalizing of books & filing of returns
- Petty Cash Maintenance

SIS CONSTRUCTION

2024 - 2025

ACCOUNTS EXECUTIVE AND ADMIN

- Conducted GST, TDS ,Credit card and bank reconciliations to ensure accurate financial reporting.
- Managed entries for receipts, payments, purchases, journal, TDS, GST and sales in Tally software.
- Prepared and analyzed financial statements to provide insights for decision-making.
- Ensured compliance with regulatory requirements and company policies.
- Vouching and verification including review of transaction, documents, records and reports
- Managing and over overseeing of daily operations in accounting department
- Communicating with vendors call clearance and follow up mails.
- Balance Confirmation by vendors , Month end Closing activities.
- Debit note and Credit note process.

KEY SKILLS

- Advanced Excel Statutory
- Reporting Tally ERP & PRIME
- Reconciliation Projected
- SAP FICO, HANA
- WINMAN CA
- MICROSOFT WORD
- WIN MAN TDS
- POSIST

LANGUAGES

- English
- Hindi
- Kannada
- Tulu
- Tamil
- Malayalam

PERSONAL SKILLS

- Creative Thinking
- Accepting Challenges With Positive Attitude
- Ability to adapt to the workplace
- Quick Learner
- Team Player
- Good Communication & Inter Personal Skills
- Discretion and Confidentiality
- Technical Proficiency

HOBBIES

- Playing Chess
- Travelling
- Driving
- Playing Cricket
- Cycling
- Listening to Music

PASSPORT NUM

- W2779158

- Manage relationship with bank, Deposit and handle Bank reconciliation.
- Oversee day to day administrative operations on construction site, ensure smooth communication between project team, contractors and vendors.
- Coordinate the logistics of material delivery, tracking inventory, and ordering supplies as needed to avoid project downtime.
- Prepare reports of attendance records, and safety compliance reports.
- Document control and record keeping.
- Reconcile site expenses with project budget, providing update and recommendations for financial optimization to the project head.

Certifications

- SAP FICO & HANA
- DCA (DIPLOMA IN COMPUTER APPLICATION)
- MS EXCEL
- TALLY PRIME & ERP
- ZOHO
- POSIST

EXPERTISE IN THE AREA RELATED TO SAP FICO & HANA

- SAP Enterprise Structure
- Configuration as well as Transition Screen
- Customer and vendor creation and Types of Document
- reporting, Bank creations, GL documents, Invoices
- Contracts, Schedule agreements, consignments
- Procurement Process
- Source Determination

PERSONAL PROFILE

Father Name : Abdul Razak

Mother Name : Zareena

DOB : 18-04-2001

Nationality : Indian

Martial Status : Single

REFERENCE

Shri Hari

Audit and Accounts Manager
Shabbir & Ganesh Chartered
Accountants Bangalore

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