

# Curriculum-Vitae

---

Add: - H.No-2365, Street No-23  
Rajeev Gandhi Nagar  
New Mustafabad, Delhi-110094  
Mob: +919910474965  
Email Id: aasumalik5130@gmail.com

## Aas Mohammad

---

### Career Objective:

To get a growth oriented position in a reputed organization where my skills can be utilized for success of the organization and I try hard to learn more.

### Summary of Qualifications:

- Significant work experience as an Accounts and Tax assistant:
  - ✓ Maintaining Books of Accounts of Various Organization
  - ✓ Accounts Finalization
- Good knowledge of Filing returns of :
  - ✓ Income Tax
  - ✓ GST
  - ✓ TDS
- Notable momentum in Accounting & Taxation Operating Different types of Software's
  - ✓ Tally Erp 9
  - ✓ Reylon Income tax and TDS Software's
  - ✓ MS Excel
- Immense command over computer tools and web search engines
  - ✓ MS Office
- Good performance records as both individual performer as well as a team performer.

### Professional Experience:

Worked with **Chitragupt Services (Accounting and Taxation firm)** and 3 Years Experience as an Accounts and Tax assistant and 6 Months with **New Era Industries**.

- Consulting with client regarding their Requirement and expectations of Accounting and Taxation.
- Supervising staff about their problems in Accounting & Taxation.
- Handling with departmental issues and dealing with Department officers.
- Converting the finalized results in the standard formats and forwarding it to the clients as per there requirements.

## Academic education:

- Completed B.Com from Delhi University
- Completed 12th From CBSE Board
- Completed 10th From CBSE Board

## Personal Details:

- |                              |                   |
|------------------------------|-------------------|
| • Fathers Name               | : Mr. Saleem      |
| • Date of Birth              | : 05 / 05 / 1993  |
| • Marital status             | : Married         |
| • Gender                     | : Male            |
| • Hobbies                    | : Reading Books   |
| • Nationality                | : Indian          |
| • Language                   | : Hindi & English |
| • Expected employment status | : Full time       |

Date: - ...../...../2018

Place :- Delhi

(Aas Mohammad)