



# MAAZ SALIM FARID

Sr. Accounts Executive

maazfarid1314@gmail.com

+919527708789  
+919665199882

Mumbai (India)

## PROFILE SUMMARY

Accomplished Account Executive with a Successful track record in private Limited Company that exercise general control over all activities in Accounts Systems. Possess strong analytical and Problem-Solving Skills, with the ability to make well thought out decisions. Resourceful in the completion of projects, effective at multi-tasking.

## WORK EXPERIENCE

### Sr. Accounts Executive | Land marine engineering and port solutions LLP

3rd July 2024 - Present

- Interpret client requirements and deliver customized solutions.
- Build and leverage professional networks for new client referrals.
- Maintain accurate records for purchases, sales, job-wise accounting, and journal expenses.
- Manage daily bookkeeping, vendor payments, invoices, petty cash, and bank reconciliations.
- Oversee GST, TDS returns, annual returns, and audit facilitation.
- Handle project accounting and prepare detailed financial reports on time.

### Sr. Accounts Executive | IGM Shipping Private Limited (India)

01st Jun 2022 - 7th Jun 2024

- Responsible for listening to/and understanding client's requirements.
- Developing a strong professional network and utilizing that network to bring in new Client's referrals on a regular basis.
- Maintaining of proper records of Purchase, Sales by Job wise, All Journal Expenses, Release payment & GST reconciliation.
- Responsible for managing day-to-day booking records, processing vendor payments, recording vendor invoices, preparing invoices for vendors, handling petty cash, conducting bank reconciliations, managing GST and TDS returns, overseeing annual returns, and facilitating audit processes.

### Accounts Executive | Kunal Housewares Pvt Ltd (India)

03rd Dec 2017 - 21st Nov 2021

- Responsible for listening to/and understanding client's requirements.
- Developing a strong professional network and utilizing that network to bring in new Client's referrals on a regular basis.
- Maintaining of proper records of Purchase, Sales, All Journal Expenses, Release payment & GST reconciliation.

## EDUCATION

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- **MBA (Finance)** 2022  
- Mumbai University
- **Bachelor's Degree in Commerce** 2018  
- Mumbai University

## DUTIES AND RESPONSIBILITIES

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- Responsible for creating a network of professional contacts that consistently resulted in solid referrals.
- To Managed relationship with department & Claim refunds as per the Govt. Scheme.
- Built strong rapport with clients over the telephone and in personal.
- Managing all documentation and data relating to Client, agreements and terms of reference to ensure that customer information has maintained accurately in the customer database.
- Manage stock levels and make key decisions about stock control.
- Following up with the store department regarding the current stock.
- Developed new method to track and repay internal financing of organization's construction projects.
- Designed improved methodology on income recognition from new home sales providing greater accuracy.
- Streamlined payroll process and conversion to direct deposit procedures by implementing best practices.
- Reviewing accounts payable and accounts receivable.
- Implemented regulations and policy for creation of wholly controlled subsidiary lending institution (CDFI).
- Analyse and interpret financial reports and records.
- Prepares timely and detailed reports for organization's financial performance on quarterly and annual basis.
- Improved data entry efficiency by implementing Great Plains and SQL database integration Schemes.
- Ensure compliance with all statutory and company requirements.
- Liaised with bankers, insurers and solicitors regarding financial transactions.
- Maintained and duly updated database of existing customer.
- Monitored and recorded company expenses.

## TAXATION - GOODS AND SERVICE TAX (GST)

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- Maintaining details of Sale and Purchase in excel Sheet.
- Keeping proper track record of Sale and Purchase Bills.
- Recording Input credit Claim along with Photocopy of Invoice.
- Keeping Copy of Debit Note, Credit Note & Cancelled Invoices.
- Maintaining Copy of Challan of CGST/SGST/IGST Deposited.
- Recording Detail of Export Sales/ Services.
- Reconciliation of GST Input on Monthly & Yearly Basis.
- Preparing refunds claims statements & Required documents.

## STRENGTHS

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- Having +6 years of professional experience in accounting.
- Well adaptive towards Corporate Culture and Behaviors & ability to work under pressure.
- Positive approach and problem-solving attitude.
- Self-Motivated and Good Team Player.
- Flexible and good adaptability.
- Taking responsibility sincerely.
- Customer oriented with effective communication and management skills.
- Maintain close liaison and good Relationship with Client.

## COMPUTER PROFICIENCIES

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- Adept in MS office Suite, Microsoft Excel, Advance Excel, Microsoft Word, Microsoft Power Point, MS-CIT, Internet & Email Application.
- Proficient in customized ERP accounting module, Tally ERP 9.
- Having Knowledge about GST Tax Filing/Returns.
- Proficient in customized ERP accounting module, TCS ERP.
- Proficient in customized ERP accounting module, Java ERP.

## PERSONAL DETAILS

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- Date of Birth: 26th May 1997
- Marital Status: Unmarried
- Nationality: Indian
- Permanent Address: Manor, Palghar
- Hobbies: Playing, Travelling, Music, Achievement & Challenge Games.

## PASSPORT DETAILS

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- Passport No: R5575661
- Date of Issue: 26/10/2017
- Date of Expire: 25/10/2027
- Place of Issue: Mumbai

## LANGUAGES

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- English
- Hindi
- Marathi

## DECLARATION

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I hereby declare that all above mentioned details are true to the best of my Knowledge and Belief.

Your's Sincerely

(Maaz Salim Farid)