

Mohammad Shahbaz

Accountant

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/Mohammad-Shahbaz/1d0430757ba88e10](https://in indeed.com/r/Mohammad-Shahbaz/1d0430757ba88e10)

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

WORK EXPERIENCE

Accountant

ICA Infotech Pvt. Ltd - May 2015 to May 2016

I have over all 19 months of experience in BPO (Business Process Outsourcing) and Accounts. Which is including 1 Years of experience as an Accountant.

> Worked as an Accounts Executive in ICA Infotech Pvt. Ltd. From May 2015 to May 2016.

Customer Executive

Tata Business Support Services (TBSS) Pvt. Ltd - December 2011 to June 2012

EDUCATION

B.Com

Magadh University - Gaya, Bihar
2017

Certified Industrial Accountant

The Institute of Computer Accountants - Jamshedpur, Jharkhand

SKILLS

ERP (Less than 1 year)

ADDITIONAL INFORMATION

Skills

- > Basic Knowledge of Computer.
- > Working Knowledge of MS-Office.
- > Basic knowledge of Accounts.
- > Preparation of Bank Reconciliation Statements.
- > Accounting Softwares: Tally.ERP 9 and Busy.
- > Concept of Vat, Service tax and Excise Duty.

- > Return Filling of Service Tax.

Strengths

- Possitive Attitude.
- Capable to work in Team.
- Hard Working and self-confident