

# Sk. Wasim

## Accounts Executive - Alchemist Township India Limited

Kolkata, West Bengal - Email me on Indeed: [indeed.com/r/Sk-Wasim/4c4018dd696dca5c](https://indeed.com/r/Sk-Wasim/4c4018dd696dca5c)

- Results-oriented professional with five years of accountant and back office management experience in a limited company in India.
- Proven ability and effectiveness in accounts and man management.
- Experience accompanied by graduation degree and a professional qualification (Industrial Accountant).

### WORK EXPERIENCE

#### Accounts Executive

Alchemist Township India Limited - August 2012 to Present

#### Cashier

Cash Collection Office - November 2008 to July 2012

Accounts Executive Accomplishment -

- Maintained all the account books including ledger book and cash book.
- Entering all data in the system accurately.
- Ensured compliance with accounting deadlines.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Prepares payments by verifying documentation, and requesting disbursements.

Cashier role -

- Handling all the cash transaction of an organization
- Receive payment by cash, cheques, credit card etc
- Checking daily cash accounts
- Guiding and solving queries of customer
- Providing training and assistance to new joined cashier
- Maintaining monthly, weekly and daily report of transactions

### EDUCATION

#### B.COM

Calcutta University - Kolkata, West Bengal

#### Industrial Accountant

Institute of Computer Accountants

### ADDITIONAL INFORMATION

Computer Skills:

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook.
- Tally9.0

Strengths & Areas of Development:

- Good team player and leader.
- Always keen to learn new things.
- Good and quick learner.
- Analytical Skills