

MUNTAZIR ANWAR

Finance Officer | Accounts & Administration | Tally Expert |

Process Optimization in FPOs & NGOs

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ABOUT

Finance & administration professional with over 10 years of experience in accounting system design, inventory control, internal audits, and financial operations in social enterprises and NGOs. Currently handling dual roles at Nirmaan Organization and Bhoomgaadi Organic Farmers Producer Co. Ltd. Proven skills in Tally Prime, Excel automation, Power Query, and integrating tools like Vyapaar with Tally for seamless accounting. Passionate about process simplification and empowering local Agri-based enterprises through efficient financial systems.

EXPERIENCE

Finance Officer

Nirmaan Organization & Bhoomgaadi Organic Farmers Producer Co. Ltd
Dantewada, Chhattisgarh | June 2020 – Present

- Spearheaded the development of an integrated accounting system for real-time daily entries and inventory reconciliation.
- Built Excel templates and automated imports for Tally Prime, reducing manual work.
- Oversaw audits, statutory compliance, and coordinated with banks for working capital facilities.
- Supervised accounts staff and streamlined documentation/reporting for grant programs.

Process Specialist

Inspiredge IT Solutions, Dantewada
Oct 2018 – May 2019

- Managed operational data flow and reporting processes.
- Worked in a fast-paced environment supporting IT and back-office functions.

Associate

Six Generation Technology
Jan 2018 – Sep 2018

- Supported daily business operations and customer interactions.

Site Supervisor

PSA Construction

Sep 2015 – Feb 2016

- Coordinated field-level activity, labour management on site and Daily Wages Attendance and Weekly Payments.
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NOTABLE ACHIEVEMENTS

- Designed and implemented an end-to-end accounting workflow tailored for Agri-based producer companies.
 - Created automated Excel-based solutions for accounting and inventory systems.
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EDUCATION

- Master of Commerce (M.Com), Pt. Ravishankar Shukla University (PRSU), 2017
 - Bachelor of Commerce (B.Com), PRSU, 2015
 - PGDCA (Post Graduate Diploma in Computer Applications), C.V. Raman Institute, 2017 – 78%
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SKILLS

- Tally Prime & Vyapaar Integration
 - Power Query, Excel (Advanced), VBA Macros
 - Financial Reporting & Internal Audits
 - Inventory Control & Reconciliation
 - Excel to Tally Data Imports
 - Team Management & Communication
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LANGUAGES

- English (Professional)
- Hindi (Fluent)