**MD Sharique Ansari**

Shaheen Bagh, Jamia Nagar, Okhla, New Delhi- 110025

**Phone:** +91- 8298611993 **Email:** [msa2512017@gmail.com](mailto:msa2512017@gmail.com) **Date of Birth:** 04th May 1995



**4+ years experience in Accounts in India** 

**EXECUTIVE HIGHLIGHTS**

* Versatile & dynamic professional with a unique blend of managerial, technical, functional and qualitative skills having experience of **4 years** in Accounts
* **2 years worked** **with CA** Chandak Aditya & Associate (Chartered accountant)
* Expertise in structuring annual budgeting, defining standard operating procedures & internal controls; adept in exercising strict budgetary control, variance analysis and appraisal of actual performance.
* Diverse exposure to various facets of Commercial Operations including preparing Invoicing, Writing Bills, Recording Transactions and Accounts Payable & Receivables; proven abilities in managing Sundry Debtors, Suppliers, making Purchase Orders, Accounts Reconciliation and ensuring timely payments to the suppliers and transporters
* Demonstrated ability in managing **Accounts Receivable & Payables, Monthly Reconciliation, General Ledger and Book Keeping;** Technically proficient with **Accounting Packages – ERP Focus** **Tally 9 & MS Excel** ,Dos mode Accounting Package ,Windows 7,8 & 10 **MS Office** and Internet Applications

**Core Competencies**

General Accounts **–** Voucher entry- TDS - GST – Payroll – Bank Reconciliation **–** Accounts Receivables **–** Accounts Payable **–** General Ledger **–** Taxation



* Determined budgets & fund allocation for the project while analyzing & interpreting accounting information and conducting variance analysis to determine difference between projected & actual results while implementing corrective actions
* See Prepared revenue recognition, profit accruals and statement of contract billing, cost and profit reports
* Appraised and approved bills, reconciliations, receivable and payable entries posted in the accounting system
* Involved in preparation of payrollaccounting, collection monitoring, payments & related treasury activities, and reporting
* Uploaded all Journals in Sales Ledger, Debtors accounts, etc and responsible for accurate/ timely entries for procurement, accounts payable & receivable, payment vouchers, OD etc
* Planned monthly/yearly financial, income statements, balance sheets, internal audit, cash flow projections & quarterly principal profit & loss to reduce cost as well as ensure budgetary compliance
* Performed the entire gamut of accounting functions encompassing varied report preparation, accounting control, liaising and services tax assessment & processing
* Liaised with vendors/ suppliers & analyze/review their bills, purchase orders, invoices, agreements &, & ensuring timely payments and absolute reconciliation
* Checked and verified petty cash expenses/ bills, receipts and vouchers while cross-checking the requisite approvals for petty cash

**PROFESSIONAL EXPERIENCE**

**PCH PVT LTD : Accountant Aug 2017 to till now**

**CHANDAK ADITYA & ASSOCIATE : Accountant July 2015 - June 2017**

**RETAIL & FRANCHISEES**

* Involved in preparation of sale & purchase invoice, passing journal voucher, booking expenses/ income as well as accrued/ prepaid expenses etc using Tally ERP
* Reconciling bank and other related accounts while controlling accounts receivable/ payable, treasury activities and releasing weekly payments for payable accounts
* Verifying petty cash expenses, bills, receipts and vouchers, making entries of journal, payment vouchers and all journals in sales ledger & debtors accounts etc
* Preparing and maintaining various reports like ageing, cash-to-cash, collections, income and sales etc
* Reports MIS related to collections, income and sales while sharing the with management regularly to facilitate timely strategic planning
* Directing the financial accounting activities - invoicing, refunds, payroll management, collection of accounts receivable, debtors/ creditor management, payment of suppliers/ contractors and preparation of credit notes

Preparing VAT returns and ensuring compliance with accounting deadlines.

* Involved in preparation and finalization of annual accounts and MIS reports while tracked variance in quarterly costing reports, if any; reduced credit period from 90 days to 60 days
* Administered online banking functions, day-to-day accounting activities.
* Prepared purchase order, stock transfer order, cash flow & funds flow statement, periodic VAT returns as well as monthly claims & schemes while monitored & recorded [company expenses](http://www.bestsampleresume.com/sample-accounting-resume/sample-accounting-resume-1.html)
* Reviewed the company accounts to ensure compliance with accounting standards & legal requirements in line with Companies Act and resolved accounting discrepancies, if any
* Maintained customer/ vendor reconciliation & Customer Masters and controlled & reconciled inventory as well as calculated incentives on Credit Sales (Finance Sales)
* Reconciled fund of branch & connected retail stores and preparation of books of accounts, financial statements & financial reports within predefined time lines to facilitate strategic review and decision making
* Coordinated with internal & external auditor to verify accuracy of financial records & books of accounts



**EDUCATIONAL CREDENTIALS**

**Bachelor of Legislative Law – 2018 from Magadh University**

* **Bachelor of Commerce - Accounting 2015 from Magadh University**

**Certification in Computer Application DCA ,Tally ERP 9 & SAP**



**References:** Available on Request