**Shahnwaj Ansari**

A-27/24, Sai Apartment

Khanpur Ext. New Delhi-110062

Mob No-+91 9999703299

**Email :** id.msansari@gmail.com

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## Career Objective:

* To achieve higher level of success with my Innovation, Hard work, Dedication and putting organization on new heights of growth for the attainment of mutual and sustainable growth.

## Executive Summary:

* A result oriented professional with 7 **years’ experience** in Accounts and Finance.
* Keen learner, Self-motivated Team player and Enthusiastic leader.
* Work Experience in Accounts Payable, Accounts Receivable.
* Proficiency in systems such as **MS Excel (V Lookup, Pivot Table, Conditional Formatting etc)**, MS office (Outlook, PowerPoint, Word) etc.
* Possess strong Accounting knowledge & management policies that will help to have better control or provide a better understanding of the accounts handled.

**Academic Qualifications**

* Commerce graduate from Magadh University
* Intermediate from Gaya College Gaya

**Professional and Personal Skills:**

* Knowledge of Accounting Software Tally 9.2 Software, Busy, MS-Office, MS EXCEL
* Calculative: I do my work after analyzing the situation and considering all aspects.
* Flexibility and Adaptability: Ability to handle frequent changes.
* Team Player: Ability to work with the team as a member as well as leader.

**Employment History:**

* **Presently working with PNA Design Pvt Ltd** it is an interior Design Consultancy from Dec- 2012 to till Date as an Accountant.

**Current Job Profile:**

* Making Deposit online & filling of GST, TDS & income tax.
* Continuous monitoring of on-going construction activity at different sites
* Price negotiation, selection, movement and ordering of material
* General office supervision, Staff Control and attendance
* Making Monthly Bank Reconciliation Statement of Various Bank.
* Making of Tracker of all Bill. (Received bills, Process bill and Payments)
* Coordination with vendor & creditor for payment.
* Monitored and recorded company expenses
* Prepare Monthly MIS Report
* Assist in review all relevant documents relating to the business transaction.
* Maintain Creditor and debtors bill wised detail.
* Petty Cash Handling
* **February 2011 To November-2012 Executive Accountant with Ace Microelectronics Pvt. Ltd.** In kalkaji it is a Software Company.

**Responsibilities:**

* Maintained Cash book, Bank book, Ledger, Stock register, Purchase register (manually).
* Preparation of Monthly Trial balance, Debtors statements, Stock statement
* Party reconciliation statement correspondence., Bank reconciliation statement
* Maintenance of employee’s records and their all

**Personal Details:**

* Name- Md Shahnwaj Ansari
* Date Of Birth- 20/10/1991
* Marital Status- Unmarried
* Gender- Male

Date :- (Shahnwaj Ansari)