**SHARIQ AHMED**

**H.No. 2636 Street Niyarian.**

**S.D.Road Delhi - 110006.**

**M- 9990429281, 9213677701,**

 : *shariq.ahmed63@yahoo.com*

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**WORKING EXPERIENCE**

**Toy Zone Impex Pvt Ltd (Manufacturing company) Rajouri Garden-Delhi** as an **Account Executive** From April 2018 to Dec 2018.

* **M/s Shree Bankey Bihari Build Home Pvt. Ltd. Noida,** as an **Account Executive** from **May 2017 to April 2018.**
  + Manage all banking related responsibility like Bank Reconciliation, Fund Transfer, Preparation of Monthly Stock Statement for Bank.
  + Prepare monthly accounts payable and receivable statement for management.

Plus Three year Exp. with **M/s Ekta Engineering Udyog Pvt. Ltd. (Manufacturer of**

**United Pressure Cooker) Noida,** as an **Account Executive** from **August,13**

* + Manage all banking related responsibility like Bank Reconciliation, Fund Transfer, Preparation of Monthly Stock Statement for Bank.
  + Prepare monthly accounts payable and receivable statement for management.
  + Look after of logistic department.
  + Checking of purchase bills :

1) Verify from GRN

2) Ordered qty. and rates verify from P.O.

3) Check Sales Tax & Excise charged on bill

* + Verification of Physical Stock as per stock ledger.

One year exp with **M/s Sia Fluid Control (P) Ltd.** **Ajmeri Gate, Delhi. as an** **Accountant** from **Feb’12 to Feb’13.**

 All statutory formalities of Delhi VAT like :

1) Generate of DS 2 Form

2) Preparation of Annexure – “2 A” & 2 “ B”

3) Generate online Form “C”

* + Preparation of returns of Sales Tax, TDS, Excise Tax.
* Assisting in preparation & finalization of Balance sheet, coordinating with Statutory Audit Team.

**ACADEMIC QUALIFICATION**

* **M.Com** from Rohilkhand University, Bareilly in 2012.

**COMPUTER LITRECY**

* + Diploma in financial Account. (Tally 7.2, Tally ERP 9, Busy Proff. 14.0 & 16.6) from Satyam Institute of Computer Technology, Delhi.
  + Presently working on TCS ION (ERP Package Developed by TATA)

**PERSONAL INFORMATION**

**Date of Birth :** 07. 06. 1987

**Father’s Name :** Shri Waqar Khan

**Marital Status :** Unmarried

**Language known :** Hindi, English & Urdu

**Date:**

**Place: (*SHARIQ AHMED* )**