***MD. FAIYAJ HUSSAIN*** 

**Account Officer (9 Years Experience)**

**Phone Number:- 09835670301,8541810606,**

**E-mail:-** [**faiyajh@yahoo.com**](mailto:faiyajh@yahoo.com)

Nationality: Indian

**Passport No.:-J 8952635**

**PROFESSIONAL EXPERTISE**

Financial Accounting, Management Reporting, Accounting System, Financial Analysis, Data Encoding, File Management, Taxation,

**ACADEMIC QUALIFICATION**

**Graduation:** - From Ranchi University in2003 (Commerce **A/c H)**

**PROFESSIONAL QUALIFICATION**

**Diploma in Computer Application**: - From Alice Computer institute in 2003-4 with (Grade ‘A’)

**Tally for Accounting Software: -** From Alice Computer institute in 2003 with (Grade ‘A’)

**Module Cleared for** NSE Certificate in Financial Market

**WORK EXPERIENCE (Total 9th Years +)**

Current Position as an **Account Executive in** Abhishek Solar Industries Pvt Ltd Ranchi from April 2013 to till Date

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Company Name** | **Duration** | **Years** |
| **Accountant** | **Sushil financial Services Pvt Ltd** | **From March-2008 to February-2013** | **5** |
| **Accountant** | **Bulls Eye Share And Stocks Broking Pvt Ltd** | **From March-2005 to February-2008** | **3** |

**KEY SKILL AREA**

**Tally ERP9, Double Entry System, Ledger, Bank Reconciliation ,Book Keeping , Sap, Self Management, Team Management ,Excellent MS-Office Excel Word, Excellent Knowledge Computer Hardware, Software and Networking ,Server, Knowledge TDS,VAT, Services Tax ,Knowledge Stocks Market, Can work as a part of Team or alone.**

**Duties and Responsibilities**

\* Accounting Entry in Company Books

\* Prepare Bank Reconciliation

\* Involved in preparing monthly management report

\* Road Permit issued

\* Prepare Internal Audits

\* prepare Monthly Financial Statement for Company with Annual Turnover

\* Cash Received/Payment

\* Stocks Verification

\* Purchase Reconciliation

\* Staff Salary Status

\* Maintained MIS Report

\* Maintained Technical Knowledge in networking area operating system (Server and PC)

\* IT Related Solution (Hard ware Software and Networking)

**Personal Details**

**Father Name**: - Shamim Hussain

**Date of Birth**: - 01-01-1983

**Gender: -** Male

**Mailing Address**: - B.I.T. More Kedal Post Neori Vikas Dist Ranchi Jharkhand -835217

Date Md Faiyaj Hussain

Place