

CURRICULUM VITAE

Adil Ansari

☎ +91-9045665709

Adilansari006@gmail.com

PROFESSIONAL SUMMARY

Highly organized and diligent professional drawing upon three and a half years of experience in finance and accounts, to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

KEY SKILLS

- Book keeping: AP, AR, Account reconciliations, payroll, Tally ERP 9 and MS office suite, Goods and service Tax return filing.

EMPLOYMENT HISTORY

Market Ninety-Nine Pvt. Ltd. – May 2019 to till date Accounts Executive

JOB RESPONSIBILITIES

- Handling and optimizing 50 store operations, such as accounts receivable/payable, budget review.
- Responsible to Prepare for financials of three other group entities.
- Responsible to control and manage imprest for 50 stores and 40 staff members.
- Filing GST return of two states (Punjab and Delhi) and sharing the report with concerned person.
- Responsible to manage Bank reconciliation and cash reconciliation.
- Responsible for TDS Deduction, Deposit and filing of TDS Return Quarterly.
- Responsible for disbursement of Salaries of more than 700 casual and onroll staff.
- Responsible for disbursement of Rent, CAM and HVAC of 50 stores.

A Rehman & Co. (CA) – Mar 2018 to Apr 2019 – Accountant

JOB RESPONSIBILITIES

- Successfully performed all office accounting tasks for 4 clients.
- Gathered and analyzed financial data, processed accounts payable, accounts receivable and payroll.
- Created monthly cash flow, monthly MIS and forecast reports that contributed to decrease in annual expenditures.
- Posting entries in Tally and integrated all accounting, book keeping, tax and payroll functions.

ACADEMIC QUALIFICATIONS & PERSONAL DETAILS

- Bachelor in Commerce from Chaudhary Charan Singh University
- High school and Intermediate from CBSE Board.
- Father's Name : Rais Ahmed
- DOB : 02/08/1996
- Language Known : Hindi and English
- Hobbies : Listening Music and Road Trips

STATEMENT

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:

Place:

(Adil Ansari)