

Abdullah Siddiqui
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Mobile No.: - 8077170972 (INDIA)

CAREER OBJECTIVE

To focus skills and experience on a challenging position, which will provide me with greater opportunities. My ambition is to extend my experience and my knowledge in **Accounting & Taxation.**

Work Experience

Asst. Accountant with SKY Embroitex (Partnership firm), Delhi 1st June 2022 to Also currently working.

JOB RESPONSIBILITY:

- Bank Reconciliation.
- TDS deduction and deposit on the nature of payments & return filling Details.
- Vendor's Account Reconciliation
- Main focus on accounts receivable or accounts payable functions.
- GST Returns filing and matching the purchase register.
- Prepare Salary Sheet
- Responsible for maintaining daily transaction records.
- Prepare monthly MIS report.
- Prepare all the monthly invoice record.

Finance Executive with Muiri Business Associates Pvt Ltd, Delhi 1st Dec 2021 to Till May 2022

JOB RESPONSIBILITY:

- Bank Reconciliation.
- TDS deduction and deposit on the nature of payments & return filling.
- Vendor's Account Reconciliation
- Main focus on accounts payable, receivable functions.
- GST Calculate and deposit on the nature of payments & return filling.
- Responsible for maintaining daily transaction records.
- Prepare all the monthly invoice record.
- Prepare MIS.
- Handling all Banking related works.
- Attend Phone Calls and Make Communication between Clients.

Asst. Hussain & Company, (CA) Delhi: 1st June 2019 to Till Nov 2021

JOB RESPONSIBILITY:

- Bank Reconciliation.
- TDS deduction and deposit on the nature of payments & return filling Details.
- GST Calculate and deposit on the nature of payments & return filling.
- Income Tax
- Prepare all the monthly invoice record.
- GST Registration

EDUCATION

- **P G** from M.J.P Rohilkhand University
- **Graduate** from M.J.P Rohilkhand University
- **Senior Secondary** (XII) from U.P. Board
- **Higher Secondary** (X) from U.P. Board

COURSE	INSTITUTE	YEAR	BOARD
M.com	M.J.P.RohilkhandUniversity	2022	Bareilly
B.com	M.J.P.RohilkhandUniversity	2019	Bareilly
Senior Secondary (XII)	A.K.K inter college	2016	U.P. Board.
Higher Secondary (X)	A.K.K Inter college	2014	U.P. Board.

PROFESSIONAL QUALIFICATION

3 month Accounting Diploma in “*Financial Accounting*” from K.Com Computer Center (Amroha)

COMPUTER KNOWLEDGE

- Operating-Word &Ms-Excel.

- OperatingERP-9 version , Prime

PERSONAL ATTRIBUTES

Name	:	Abdullah Siddiqui
Father's Name	:	Mr. Shuaib Akhtar
Local address	:	H .No 14 Krishna Kunj Extension Part 2 Laxmi Nagar -110092 (Delhi)
Permanent Add.	:	Mohalla Saddo Amroha Pin:-244221
Date of Birth	:	1 st Jan 2000
Language Known	:	English, Hindi & Urdu.
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Unmarried

Date...
(Abdullah Siddiqui)

Signature