

CURRICULUM VITAE

Nawab Hussain

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WORK EXPERIENCE:

- Working as an **Data Entry** and **Billing on Tally 7.2** in **Ananda Books**, From November 2016 to August 2019
- Working as an **Accountant** in **NIKHIL L K GUPTA & ASSOCIATES**, From August 2019 to January 2022
- Presently Working as an **Accountant** in **Sanjay_Surbhi & Co.** From January 2022 to till to date.

Job Profile:

- Day to Day Accounting & Vouching.
- Sundry Debtors / Sundry Creditors Reconciliation
- Analyze And Resolve Queries Of Clients.
- Bank Reconciliation.
- Handling all cash transactions.
- MSME Registration
- GST Reconciliation
- GST Return Filing
- GST corrections
- E-Way Bill Generation
- TDS Reconciliation
- TDS Return Filing
- TDS corrections & Challan Adjustment
- Income Tax and Tax Audit Filing
- Registrars of Companies (ROC) Form Fill And uploading etc....

PROFESSIONAL QUALIFICATIONS:

- Diploma in Computer Application (D.C.A.) From TSPL Laxmi Nagar In Delhi

ACADEMIC QUALIFICATIONS:

- **Higher Secondary School Certificate:**
 - From S.M.T. High School, Vaishali, Bihar (B.S.E.B. Board)
- **Secondary School Certificate:**
 - From S.M.T. High School, Vaishali, Bihar (B.S.E.B. Board)
- **Graduation Certificate**
 - Pursuing B.com 1st year

COMPUTER PROFICIENCY:

- M.S. Office
- Knowledge in Accounting Software. Tally - 7.2/9/ERP9./Prime, Busy
- Taxation SPEQTA GST Software and compu tax

PERSONAL DETAILS:

Father Name	:	Angoor Alam
Date of Birth	:	20/01/2000
Gender	:	Male
Marital Status	:	Unmarried
Religion	:	Muslim
Hobbies	:	Listening, Reading

DECLARATION:

I confirm that the above mentioned information is correct to the best of my knowledge and belief.

Date:

Place: New Delhi

{Nawab Hussain }