

Naushad Ansari

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PROFILE SUMMARY

An accounts executive with 6+ years of experience in accounting field with knowledge of TDS & GST filing.

CAREER OBJECTIVE

- To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time.
- To secure a position in the corporate sector, applying my financial analysis skills to support decision-making processes

EDUCATIONAL BACKGROUND

- Bachelors in commerce (B. Com) from Indira Gandhi Open University in 2020
- Intermediate CBSE Board from Rama Krishna Sarvodaya Bal Vidyalaya, Delhi in 2015
- 10th Class CBSE Board from Rama Krishna Sarvodaya Bal Vidyalaya, Delhi in 2013

OTHER QUALIFICATION

- Diploma in Financial Accounting.

WORK EXPERIENCE

○ ACCOUNT EXECUTIVE

Siraj Ahmed & Co. (Tax Advocate & Accounts Consultant)__Sarai Jullena New Friends Colony,
New Delhi. From July 2017 - September 2022

Key Responsibilities:

- Monthly Entry of Sale, Purchase and Bank Statement of Clients
- Reconciliation of sundry debtors and creditors
- Updating accounts receivables and payables.
- Preparing monthly GST Tax and TDS reports.
- Monthly Filed Return of GSTR-1 and GSTR 3B
- Monthly TDS preparation and TDS Return Filling.
- Assisting in processing balance sheets, income statements and other financial statements
- Knowledge of Tally Prime and MS Excel

○ **ACCOUNTANT**

Joy Logistics Exim (India) Pvt. Ltd.

Mohan Co-operative Industrial Estate, Badarpur New Delhi

October 2022- Present

Key Responsibilities:

- Making Invoice, E-Invoice, Debit & Credit Note
- Making Journal Entry, Sale, Purchase & Expense Vouchers.
- Preparing weekly and monthly reports of statement of accounts.
- Assist with preparing GST, TDS and Tax returns.
- Makes and checks necessary calculations.
- Bank Reconciliation and payment collection
- Liaoning with Auditor, CA and Bank.
- Updating accounts receivable and payable.

KEY SKILLS

- Tally Prime and Busy Software
- Proficiency in MS Excel, Word & PowerPoint
- Taxation
- Bookkeeping

PERSONAL INFORMATION

DOB	: 15 Sep1997
Gender	: Male
Marital Status	: Married
Father's name	: Shahjahan Ansari
Languages Known	: English and Hindi
Hobbies	: Playing Cricket, Listening to music.

DECLARATION

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above-mentioned particulars.

Place:

Date:

Signature