

CURRICULAM-VITAE

AMIR ABRAR

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Ramesh Park, Laxmi nagar,
Delhi-110092

Objective

Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth-oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals.

Work Experience

Company : **FSL Software Technologies Ltd.**
Designation : Accountant
Reporting to : Chartered Accountant & Finance Manager
Duration : November 2023 to Till Date

Job Profile:

- Preparing Invoice.
- Preparing Bank reconciliation statement.
- Tally Data Entry of Journal, Payment, Receipt, Sales, Purchase and Contra Entries.
- Preparing Weekly Accounts Receivables and Accounts Payables Reports.
- Entering Data in Webtel TDS Software.
- Filing and Payment of TDS.
- Prepare GSTR-1 Data
- Reconciliation of 2A with Purchase Book
- Filing of GSTR-1 and GSTR-3B
- Prepare GST Registration Documents
- Payment of Monthly related Expenses.
- Preparing Cash Vouchers and Cash Handling.
- Collecting of Form 16A from Customers & Issue of Form 16 to Employee & 16A to Suppliers.
- Maintaining records of Bank Account Status (Monthly & Daily basis).
- Collecting and Verifying Tax Proofs documents from Employees.
- Reimbursement of Employee's related expenses.
- Maintaining employee's salary record.
- Prepare MIS Report
- Coordinating and assisting in finalization of accounts
- Supervision over routine accounting matters
- Data maintain & Handling All Accounts Related Work
- Prepare and filling NBFC Return

Company : **MS Enterprises**
Designation : Accountant
Reporting to : Senior Accountant
Duration : Feb 2022 to Oct-2023

Job Profile:

- Preparing Invoice.
- Maintaining the records of the employees' attendance salary, leave record etc.
- TDS Payments and Filling of TDS Return
- Saral, TDS Plus Working, Payroll & All Employees Data Maintain
- Coordinating and assisting in finalization of accounts
- Data maintain & Handling All Accounts Related Work
- Reconciliation of Bank Statement and Cash Book
- Maintaining Cash Vouchers etc.
- Maintaining records of Bank Account Status (Monthly & Daily basis).

Company : Kushwaha Associates

Designation : Account Executive
Reporting to : Chartered Accountant
Duration : Oct 2020 to Jan-2022

Job Profile:

- Preparing Invoice.
- Maintaining the records of the employees' attendance salary, leave record etc.
- TDS Payments and Filling of TDS Return
- Saral, TDS Plus Working, Payroll & All Employees Data Maintain
- Coordinating and assisting in finalization of accounts
- Data maintain & Handling All Accounts Related Work
- Reconciliation of Bank Statement and Cash Book
- Maintaining Cash Vouchers etc.
- Maintaining records of Bank Account Status (Monthly & Daily basis).

Company : Bajaj Arora & Co.

Designation : Assistant Accountant
Reporting to : Chartered Accountant
Duration : Nov 2015 to Apr-2017

Job Profile:

- Internal Audit At Client Office
- TDS Payments and Filling of TDS Return
- Coordinating and assisting in finalization of accounts
- Data maintain & Handling All Accounts Related Work

Company : SASK & Co.

Designation : Account Executive (Internship)
Reporting to : Chartered Accountant
Duration : Apr 2014 to Oct-2015

Job Profile:

- Preparation of trail balance
- Preparation of profit and loss balance sheet
- Computation and filing of E-TDS
- Computation and filing of VAT, CST, Service tax
- TDS Payments and Filling of TDS Return
- TDS Plus Working, Payroll & All Employees Data Maintain
- Coordinating and assisting in finalization of accounts

- Data maintain of Accounts Related Work
- Reconciliation of Bank Statement and Cash Book
- Maintaining Cash Vouchers etc.

Educational Qualification

- Master of Commerce – Appearing from Jamia Millia Islamia
- Bachelor of Commerce – Passed from V.B.S.Purvanchal University – in 2011
- Intermediate (10th+2) – Passed from U.P. Board – in 2008
- High School (10TH). Passed from U.P. Board - in 2006.

COMPUTER KNOWLEDGE

- Diploma in Computer Application
- MS Office, Tally ERP 9, Busy, Quick Book, Zoho Book
- Knowledge of Accounting Software.

PERSONAL DETAILS

Father's Name	:	Late Abrar Ahmad
Date of Birth	:	10 th December 1990
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Unmarried
Languages Known	:	Hindi, English

DECLARATION

I hereby declare that what are stated above is true to the best of my knowledge and experience.

Place:

Date:

AMIR ABRAR