

Md Aman

Accountant



New delhi, India 110034



858-596-2931



amanm3399@gmail.com

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.



Skills

- Bookkeeping
- Problem-Solving
- Invoice balancing
- MS Office Suite
- Accounts Payable and Receivable
- Tax Preparation
- Bank Reconciliation
- Financial Analysis
- Financial Reporting
- Data inputting
- Bookkeeping



Work History

● Accounts Executive

Metropolis Logistics Private Limited, New Delhi

- Increased client satisfaction by effectively managing accounts receivable and payable processes.
- Reduced financial discrepancies by implementing stringent internal controls and audits to ensure accurate recordkeeping.
- Conducted thorough account reconciliations, promptly resolving any discrepancies or irregularities identified during process.
- Recorded accurate and efficient records in customer database.
- Kept detailed records of daily activities through online customer database.
- Built relationships with customers and community to promote long term business growth.

2024-08 - Current

2023-10 - 2024-08

2020-07 - 2023-09

2019-04 - 2023-03

2017-04 - 2019-03

- Identified new business opportunities through cold calling, networking, marketing and prospective database leads.

Accountant

Pratham International, New Delhi

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Prepared and filed tax forms like GST and TDS.
- Provided journal entries and performed accounting on accrual basis.

Assistant Manager of Operations

Ipower Batteries Pvt Ltd, Kundli Haryana

- Managed daily operations, delegating tasks appropriately to ensure smooth functioning of facility.
- Coordinated with other departments to improve overall company efficiency and effectiveness.
- Coordinated with General Manager in different operational issues and promotional activities.
- Introduced new methods, practices, and systems to reduce turnaround time.
- Maintained accurate records of all transactions within department to facilitate transparent reporting systems.
- Reduced operational costs by identifying areas of improvement and implementing cost-saving measures.
- Optimized inventory management by closely monitoring stock levels and placing timely orders.



Education

Bachelor of Commerce: Commerce

University Of Delhi - North Campus Delhi

- Final Grade: 75%

High School Diploma

Govt. Boys Senior Secondary School - Lok Vihar Anandvas New Delhi 110034

- Final Grade: 80%



Personal Details

Date of Birth: 17/11/2002

Nationality: Indian

Marital Status: Single

Gender: Male

Religion: Muslim



Software

Tally ERP Gold Prime





Travelling

- Travelling is a peacefully action. Its gave me thrills, enjoyment and learning values.