

RESUME

SHAKEEL ABBAS

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PART-3, WEST DELHI, NEW DELHI-110059

CAREER OBJECTIVE

Seeking a position as an accountant where I utilize my skill and experience for the profitability of the business and nourish myself with new technic and skill.

QUALIFICATION

- B.Com form Delhi University with 56.66 %.
- 12th Passed from CBSE Board Delhi with 68%.
- 10th Passed from CBSE Board Delhi with 68%.

COMPUTER SKILL

- One year diploma in Basic knowledge of computer and Tally 9 from Global Institute of Computer Delhi.
- SAP Fico S4HANA from Ducat Institute Noida
- Currently working as Account Executive in a Manufacturing firm of office furniture named Adept Interiors Pvt ltd From August 2022, situated at Noida.

JOB PROFILE

- Coordination with client for receivables on the basis of Po Received and Goods Delivered via Email.
- Coordination with Vendor regarding Pos issued to them for submission of completion certificate and site receiving for timely payment of their invoices.
- Preparation of E-invoicing and E- way bill Generation, on the base of PO received from our Client. Line item invoicing.
- Tally entries of Purchase Invoice with Supporting POs, site receiving and

- Daily Receipt entries, payment entries and Journal Entries.
- Monty Reconciliation of Banks, Debtors, Creditors, E way bills.
- Monthly Reconciliation of Purchase with Gstr 2B and sales with Eway bills and Gstr 1.
- Tds deduction on different section 192B salary, 194c contractor, 194j professional, 194I rent, 194h commission etc.
- Monthly Debtors and Creditors Ageing report and balance sheet finalization.
- Preparation of Export and Import document and submission of GRN to Bank.
- Cash handling for day to expenses.
- Coordination with client for receivables and with vendors for payables.
- Coordination with CA for Gst Returns and balance sheet finalization.

CARRER PROFILE

- Detail oriented, efficient and organized professional with extensive experience in accounting system.
- Possess strong analytical and problem solving skill with the ability to make well thought out decision.
- Excellent written and verbal communication.
- Highly Trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multitasking.

WORK EXPERIENCE

- 4 Year experience as Assistant Accountant in manufacturing firm of Leather jackets and Accessories named Mudra international situated at Gurgaon.
- 1 year in as account Trainee in CA firm Gns & Associates from Jan 2016 to March 2017.

PERSONAL INFORMATION

Date of Birth : 1st April 1992

Father's Name : Shabuddin Abbas

Language Known : English and Hindi

Hobbies : Playing cricket and listening Music.

Nationality : Indian

Marital Status : Married

Place: New Delhi

(SHAKEEL ABBAS)