

CURRICULUM -VITAE

Dilshad Ahmad

Address: House No,306

Vill- Bhagatpur, post- Bilariyaganj (276121)

Dist- Azamgarh, (u.p) India.

Email Id: Dilshad472@gmail.com

Mob No.: +91-8934027207, 7651982064

Applied for Finance & Accounts



PROFESSIONAL SUMMARY

A multi-skilled professional with good all-round administration advisory skills. Very capable with an ability to deal with all the resourcing needs of organization. Experienced in providing timely and up to date administrative advice to both managers and Organization whilst at the same time making sure extensive knowledge of working practices, recruitment, and pay conditions of employment and diversity issues. Now seeking a suitable administrative position with an ambitious company.

EDUCATIONAL QUALIFICATION

- B.com from Avadh University in 2015.
- Passed higher secondary from Allahabad University in 2012.
- Passed Matriculation from Allahabad University in 2010.
- Diploma in computer Accounting CIA (certified industrial accountant) from ICA (Delhi).

WORK EXPERIENCE(5 + years).

- R.A Multani & Associates (CA Firm) 01/02/2016 to 31/03/2017.
- **Healing Med Healthcare Services Pvt Ltd. Since 15/04/2017 to continue**

Finance & Accounts

Appointed as Finance & Accounts with **R.A Multani & Associates Healing Med Healthcare Services Pvt Ltd.** below mentioned is my job synopsis, which is being performed on MS Office & ERP 9 Tally based system i.e.

DUTIES & RESPONSIBILITIES:-

- Issue tax invoices GST, VAT, TDS & all kind of Journal voucher entry in tally ERP 9.
- Tax Returns -GST filling (GSTR-3B) & (GSTR-1) and TDS Payments
- Coordinate accounting functions and programs.
- Accounts Receivables and Payables.
- Track payments and Ensure all payment amounts record are accurate.
- Assisting with annual audit preparations and Bank Reconciliation Statement.
- Preparing profit & loss A/C and balance sheet.
- Investigating and resolving audit findings, accounts discrepancies, and issues of non-compliance
- Generating financial reports that display the company's profits, equity and cash flow.
- Employee's salary transfer to every months.
- Working on MS Office & E-Mail.

SKILLS

1. MS Office 2013- Excel(Vlookup, Hlookup, Pivot table, pivot chart, goal seek, Formulas Data validation, Conditional formatting, shorting, Filter & advance Filter). Word, Outlook.
2. Tally ERP 9 -Preparation of all Vouchers, Debit Note & Credit Note,Final Accounts, Bank Reconciliation Statement, Inventory Valuation, Service Tax, TDS, VAT, GST, Payroll.

HOBBIES

Playing Cricket, Painting & learn new things.

PERSONAL DETAILS

Father Name : Mr. Rafique Ahmad
Date of Birth : 15thJune 1992
Languages Known : English, Hindi& Urdu
Marital Status : Married
Gender : Male
Nationality : Indian
Religion : Islam

PASSPORT DETAILS

Passport No: N5345674
Passport Issue: 24/11/2015
Date of expiry: 23/11/2025
Place of issue: Lucknow

DECLARATION

I hereby declare that above mentioned information's are true to the best my knowledge and belief.

Place:

Date:

Dilshad Ahmad