



MOHAMMAD RIZWAN

CONTACT

Delhi India

Mobile: +91 8193060851

rizwanac83@gmail.com

EDUCATION

PROFESSIONAL PROFESSIONAL & EDUCATIONAL QUALIFICATION :

Ø **Master of Commerce (M.Com)**
from Kumaun University, Nainital in
the year of 2010

Ø **Bachelor of Commerce (B.Com.)**
from Kumaun University; Nainital
on 2008

Ø **HSC** from B.S.V. Inter College
(U.K. Board) on 2005.

Ø **SSC** from B.S.V. Inter College (U.K.
Board) on 2003.

PROFESSIONAL SUMMARY

To work in a challenging business environment and to excel in all assignments that I take up in my professional career so as to make a meaningful contribution to the competitiveness and value of the organization at large, which in turn also helps in achieving my goals.

SKILLS

Ø Have sense of ethics.

Ø Ability to produce successful
results.

Ø Good communication skills and
personality.

Ø Good knowledge of local and
other language.

Ø Willingness to take added
responsibility.

Ø Successfully completed
computer training programme
conducted by MICE.

Ø Working knowledge of MS-office.

Ø Working knowledge of
Accounting Package - Tally 7.2 & 9
ERP, Focus, Dragon, E task, E -
Promiss System, Quick Books.

WORK HISTORY

January 2019

SENIOR ACCOUNTANT, *Sri Sai Institute of Technology Jaspur*

- Prepare the Fee cash collection Received from student and deposit in the bank
- Prepare the Salary for all staff
- Maintaining Cash/Bank Transactions & Cash/Bank Books and voucher preparation
- Maintaining Petty Cash
- Bank reconciliation
- Reports preparing as required Bank
- Maintaining Bank Book CC/OD A/c & Bank others Loans Liability
- Looking after bank matter like depositing, Issuing cheques with keeping proper balance day to day
- Cash Flow & Fund Flow Statements
- Preparing MIS reports as required
- Preparing Daily/weekly/monthly reports as required
- Preparing Trial Balance, Profit & Loss and Balance Sheet
- Reviewing Bank Reconciliation Statements and monthly MIS reports
- Book keeping and updating records on daily and weekly basis including ledgers

- Handling accounting operations, including A/R, A/P, financial statements and analyzing reports for company's operations
- Liaison with Internal and Statutory Auditors
- Co-ordination and handling the banking officials and activities with respect to facilities
- Advice and Supervise the Team and make them part of the corporate objective attainment.

May 2011 - November 2018

Senior Accountant, Al-Khalidia Holding Group, Bahrain

- Responsible to Financial transition by general ledger accounting system
- Accounts Maintain up to Finalization of accounts
- Maintaining fixed assets with depreciation as per company balance sheet
- I maintain inventory like raw materials, finished goods, stock transfers, physical stock register, Delivery Notes & Receipt Notes Process, purchase order, sales order, Go down maintain & stock summery
- Create the account in system supplier and customer
- Prepare settlement of Employee
- Preparing to annual audit work documents to this company
- Responsible accounting controls by preparing and recommending procedures
- Issued Sales invoice to Customers & Received Purchase invoice from Vendors
- Advance Payments received from the Customers & Advance Payments Paid to the Vendors
- Credit Notes issued to the Customers & Debit Notes issued to the Vendors
- Collection of payment from Customers (Sundry Debtors) & Payment to the Vendors (Sundry Creditors)
- Customer & Vendor reconciliation accounts
- Statement issued to the Customers & received from Vendors
- Leads accounting staff by coordinate activities and answering questions
- Maintaining Cash/Bank Transactions & Cash/Bank Books and voucher preparation
- Maintaining Petty Cash
- Bank reconciliation
- Reports preparing as required Bank
- Maintaining Bank CC/OD A/c & Bank others Loans Liability
- Looking after bank matter like depositing, issuing cheques with keeping proper balance day to day
- Cash Flow & Fund Flow Statements
- Preparing MIS reports as required
- Preparing Daily/weekly/monthly reports as required
- Preparing Trial Balance, Profit & Loss and Balance Sheet
- Reviews accounting all documents to ensure accuracy of information and verifies the entries on the vouchers and corresponding supporting

papers if in accordance with existing accounting and auditing regulations

- Reviews accounting all documents Like- Cost Estimation Report, RP, LPO, Foreign & Local, Payable Voucher, Payment voucher, TT Payment, Petty Cash, LAI Payment, GRN Item Value, Credit Sale Invoice, Cash Sale Invoice, Customer collection Receipt, Debit Note, Credit Note, Journal Entry, Inter Company Entry, Credimax card, Debit Card LMRA Invoice & Payment Receipt, Gosi Bill with Payment, Accrued Medical Fee With Payment, Electricity Bill with Payment, Office Telephone Bill with Payment voucher, Review All Document related to Employees Prov
- Leave Salary, Prov
- Indemnity, Leave Settlement & Final Settlements And Payroll work etc.

Ø **Reviews accounting all documents Like-** Cost Estimation Report, RP, LPO, Foreign & Local, Payable Voucher, Payment voucher, TT Payment, Petty Cash, LAI Payment, GRN Item Value, Credit Sale Invoice, Cash Sale Invoice, Customer collection Receipt, Debit Note, Credit Note, Journal Entry, Inter Company Entry, **Credimax card, Debit Card LMRA Invoice & Payment Receipt, Gosi Bill with Payment, Accrued Medical Fee With Payment, Electricity Bill with Payment, Office Telephone Bill with Payment voucher, Review All Document related to Employees Prov. Leave Salary, Prov. Indemnity, Leave Settlement & Final Settlements And Payroll work etc.**

July 2008 - March 2011

MUSKAN MEGA MART PVT. LTD, ACCOUNTANT, NEW DELHI
PREVIOUS EMPLOYER:

Ø

Ø MUSKAN MEGA MART PVT. LTD. NEW DELHI

Ø

Ø Position: ACCOUNTANT

Ø

Ø Working Period: July '2008 to March '2011

Ø

Ø Working Software: Tally ERP9 MS-Excel & MS-word.

AFFILIATIONS

Certification from Tally Academy Bangalore with Participation on Tally Financial Accounting Program with Tally ERP 9. Certificate from Microsoft Academy Dehradun with course completion Teacher Training Program on 2006.

PERSONAL DETAILS:

Ø Father's Name : Mr. Ameer Hamza

Ø Date of Birth : 01 July '1987

Ø Gender : Male

Ø Marital Status : Married

Ø Languages Speak : English, Hindi & Urdu

Ø Nationality :Indian

Ø Driving License :870730851

Ø Passport No. :N 5190598

Ø Date of Issue :24-04-2016

Ø Date of Expiry :23-04-2026

Ø Place of Issue :Bahrain

Present Address : Mohalla Julahan, Eidgah Road, Jaspur.

Permanent Address : Mohalla Julahan, Eidgah Road, Jaspur District

Udham Singh Nagar

(Uttarakhand) 244712 INDIA

DECLARATION:

I hereby declared that the above mentioned information is true to best of my knowledge and belief.



कुमाऊँ विश्वविद्यालय, नैनीताल KUMAUN UNIVERSITY, NAINITAL

S.No. 3022772
00079

STATEMENT OF MARKS FOR THE EXAMINATION 2006

B.COM. PART-I (REGULAR)

Name of the Student **MOHAMMAD RIZWAN** Roll No. **1899**
 Father's Name **AMEER HAMZA** Enrolment No. **KU0516458**
 Name of College / Centre **GOVT. DEGREE COLLEGE, BAZPUR**

SUBJECTS / PAPERS	Max Marks	Min. Marks	PAPERS			Theory Total	Practical	Total
			I	II	III			
GR-I MANAGEMENT	100	33	21/50	38/50		59/100		59/100
GR-II ACCOUNTING	100	33	18/50	22/50		40/100		40/100
GR-III BUSINESS ECONOMICS AND BUSINESS LAWS	100	33	21/50	28/50		49/100		49/100
Result PASS			Current Year Total			148/300		
			Previous Total					
			Grand Total			148/300		

Dated **03-06-2006**

Prepared By

Checked By

[Signature]
For Registrar



कुमाऊँ विश्वविद्यालय, नैनीताल
KUMAUN UNIVERSITY, NAINITAL

S.No 0776896

STATEMENT OF MARKS FOR THE EXAMINATION 2007

B.COM. PART-II (AFTER IMPROVEMENT) (REGULAR)

Name of the Student
MOHAMMAD RIZWAN

Roll No. 42321

Father's Name
AMEER HAMZA

Enrolment No. KU0516458

Name of College / Centre
GOVT. DEGREE COLLEGE, BAZPUR (U.S. NAGAR)

SUBJECTS / PAPERS	Max Marks	Min. Marks	PAPERS			Theory Total	Practical	Total
			I	II	III			
GR-I MANAGEMENT	100	33	22/50	18/50		40/100		40/100
GR-II ACCOUNTING	100	33	20/50	29/50		49/100		49/100
GR-III BUSINESS ECONOMICS AND BUSINESS LAWS	100	33	29/50	20/50		49/100		49/100
ENVIRONMENTAL SCIENCE	50		26/50			26/50		B
Result	PASS		Current Year Total			138/300		
			Previous Total			148/300		
			Grand Total			286/600		

Dated 05-11-2007

Prepared By

Checked By

For Registrar



कुमाऊँ विश्वविद्यालय, नैनीताल
KUMAUN UNIVERSITY, NAINITAL

S.No 8128930

STATEMENT OF MARKS FOR THE EXAMINATION 2008

B.COM. PART-III (REGULAR)

Name of the Student MOHAMMAD RIZWAN

Roll No. 281482

Father's Name AMEER HAMZA

Enrolment No KU0516458

Name of College / Centre GOVT. DEGREE COLLEGE, BAZPUR

SUBJECTS / PAPERS	Max Marks	Min. Marks	PAPERS			Theory Total	Practical	Total
			I	II	III			
GR-I MANAGEMENT	100	33	29/50	20/50		49/100		49/100
GR-II ACCOUNTING	100	33	36/50	24/50		60/100		60/100
GR-III BUSINESS ECONOMICS AND BUSINESS LAWS	100	33	22/50	28/50		50/100		50/100
Result SECOND DIVISION			FIRST YEAR 148/300	SECOND YEAR 138/300	Current Year Total	159/300		
					Previous Total	286/600		
					Grand Total	445/900		

Dated 25-06-2008

Prepared By

Checked By

[Signature]
For Registrar



कुमाऊँ विश्वविद्यालय, नैनीताल
KUMAUN UNIVERSITY, NAINITAL

S.No 0094047
 00009

STATEMENT OF MARKS FOR THE EXAMINATION 2009
 M.COM. - PREVIOUS 2009 (REGULAR)

Name of the Student: MOHAMMAD RIZWAN Roll No. 37814
 Father's Name: AMEER HAMZA Enrolment No. KU0516458
 Name of College / Centre: R.H.GOV.T. P.G. COLLEGE, KASHIPUR

SUBJECTS / PAPERS	Max Marks	Min. Marks	PAPERS			Theory Total	Practical	Total
			I	II	III			
I BUSINESS MANAGEMENT	100					51/100		51/100
II B COMPANY LAW	100					49/100		49/100
III DIRECT TAXES	100					58/100		58/100
IV STATISTICAL METHODS/GUANTITATIVE TECHNIQUES	100					61/100		61/100
THEORY TOTAL	400	144				219/400		219/400
Result PASS			Current Year Total			219/400		
			Previous Total					
			Grand Total			219/400		

Dated 24-09-2009

Prepared By

Checked By

For Registrar



कुमाऊँ विश्वविद्यालय, नैनीताल
KUMAUN UNIVERSITY, NAINITAL

S.No. 3682318

00039

STATEMENT OF MARKS FOR THE EXAMINATION 2010

M.COM. - FINAL (REGULAR)

Name of the Student MOHAMMAD RIZWAN

Roll No. 98519

Father's Name AMEER HAMZA

Enrolment No. KU0516458

Name of College / Centre R.H.GOV'T. P.G. COLLEGE, KASHIPUR

SUBJECTS / PAPERS	Max Marks	Min. Marks	PAPERS			Theory Total	Practical	Total
			I	II	III			
GROUP: ACCOUNTING								
II ADVANCED COST ACCOUNTING	100					52/100		52/100
III ADVANCED MANAGEMENT ACCOUNTING	100					54/100		54/100
V FINANCIAL MANAGEMENT AND FINANCIAL INSTITUTION	100					56/100		56/100
VII NIGHER AUDITING	100					46/100		46/100
VV VIVA-VOCE	100	30				62/100		62/100
THEORY TOTAL	500	330				270/500		270/500
Result SECOND DIVISION						Current Year Total 270/500		
						Previous Total 219/400		
						Grand Total 489/900		

Dated 29-06-2010

Checked By

For Registrar

BHARTIYA COMPUTER SAKSHARTA ABHIYAN

(A Programme Initiated by Millennium Institute Of Computer Education, Delhi)

Regd. No. 63177/240/8-12-2000/Delhi

MICE

Millennium Institute
Of
Computer Education

Certificate of course completion

Registration No. JSP-184



This certificate is awarded to Mr./Ms. Mohd Rizwan

S/o, D/o Mr. Ameer Hamza

On Successful completion of the course **Diploma in Software
Technology, 3D Home Architech & Auto Cad 2000**

Fundamental of Computer MSdos, MSWindows Me Office 2000 (Word, Excell, Powerpoint, Access) Internet, 3D
Home Architech & Auto Cad 2000

at **AEB Jaspur (Uttranchal), A-0004**

of duration 12 Month

and has procured the grade "A" , 82 %

Project Manager

Managing Director



11-06-2004

Date of issue

Delhi-92

Place of issue

Head office : 204, Balaji Chamber, D-246/10, Laxmi Nagar Vikas Marg Delhi-92
Tele Fax : 2248901, E-mail : balajichanmer@usa.net, E-mail : mice_career@rediffmail.com

Partners in Learning

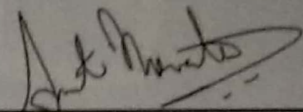
Microsoft

Certificate of
Participation

Mohammad Rixwan

has participated in Partners in Learning Teacher Training Program

conducted from 20th Feb '06 to 4th Mar '06



Program Co-ordinator

Project Shiksha

Tally

POWER OF SIMPLICITY

Participation Certificate

This is to certify that

Mr./Ms. MOHAMMAD RIZWAN

has attended the **Tally Financial Accounting Program**

Volume I-IV at **Lohani Computer Services, Hiltron-Cale,
Opp-Old Anaj Mandi, Court Road - Kashipur**

Certificate No. **6930237456**

Muhammad Saad
Authorized Signatory



Ref:- CAC/387/MBD/2009-10

TO WHOM IT MAY EVER CONCERN

This is to hereby certify that Mr. Mohd. Rizwan S/o Ameer Hamza R/o Mohalla Julahan Eid Gah Road, Jaspur (Udham Singh Nagar), is working w.e.f. 10th Day June 2006 To Sep. 2008 Date under our office. He is presently working on the post of Sr. Accountant in our office.

He is hard working and laborious; we wish him a bright future.

For M/s Sandeep Varshney & Co.
(Chartered Accountants)

Place: Moradabad
Date : 18th day of Oct.'2008



(Amit Agarwal)
Partner, FCA DISA
M.No. 073981

Head Office : B-2/52, Vipul Khand, Gomti Nagar, Lucknow U.P. 226001.(0522) 2230948, 2303636
Branch Office : A/3, Patiyala House, Ashok Marg, Lucknow.- 226001 U.P., Ph- (0522) 2230948, 94150 12200

NOIIVAHESBO / ॥११२॥
OBSERVATION / ॥११२॥

॥११२॥ / MISCELLANEOUS SERVICE

पिता / कायुवी अविभायक का नाम / Name of Father / Legal Guardian

AMEER HAMZA

माता का नाम / Name of Mother

RAISA KHATOON

पति वा पत्नी का नाम / Name of Spouse

NAZIA BEE

पता / Address

MOH. EIDGAH, PO. JASPUR,

PS. MAIN, H. NO. 265,

UDHAM SINGH NAGAR, UTTARAKHAND.

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

F7650990

12/05/2006

BAREILLY

फाइल नं. / File No.

BHRMN0999116

OLD PPT CLD AND RETURNED



KINGDOM OF BAHRAIN

MINISTRY OF INTERIOR

GENERAL DIRECTORATE OF TRAFFIC

مملكة البحرين
وزارة الداخلية
الإدارة العامة للمرور



**DRIVING LICENCE
PRIVATE**



License No. **870730851**

رقم الرخصة

رخصة سواق
خاصة

Name

MOHAMMAD RIZWAN

الإسم

Address

Flat 1 BLD 1361 Road 1725
RIFFA / BUKOWARAH 917

العنوان

Birth Date

01/07/1987

تاريخ الميلاد

Nationality

الهند
INDIA

الجنسية

Gender

Male

ذكر

الجنس

License Type

أنواع الرخص

Private Saloon

صالون خاص

Private less than 16 Passenger

خاص للركاب لا يزيد عن ١٦ راكب

Private Conveyance

نقل مشترك

Private Goods Vehicle Pick-up

نقل خاص ببيك أب



Expiry Date 27/11/2022

تاريخ الانتهاء

First Issue

الأصدار الأول 28/11/2017

DRIVER SIGNATURE

توقيع السائق

LICENSE AUTHORITY

سلطة الترخيص

Handwritten signature

Handwritten signature

KINGDOM OF BAHRAIN
IDENTITY CARD



مملكة البحرين
بطاقة الهوية

Personal Number / الرقم الشخصي

870730851

Nationality / الجنسية



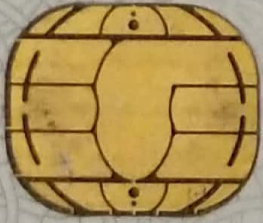
هندي

INDIAN

Name / الاسم

MOHAMMAD RIZWAN

EXP 05/06/2021



2030







Handwritten signatures in black ink, including 'KSP' and 'Rohit'.



**INDIA'S
LARGEST
INSTITUTE
OF
SPOKEN
ENGLISH**

SINCE 1991

**KSP... THE
SPEAKING
PEOPLE**



Membership Card



INSTITUTE OF ENGLISH LANGUAGE PVT. LTD.

(VOCATIONAL TRAINING CENTRE)

www.aiel.in E-mail : info@aiel.in

H.O. 129/6, NAI SARA, SHASTRI NAGAR, MEERUT, PH. : 0121-2767433; 3253957

CENTER : NEAR PANT PARK, ARYA NAGAR ROAD, KASHIPUR, MOB. : 9358599989

VIKRAM P. LAMBA (M.D.)

Name..... **MOHD. RIZWAN**.....

Address..... **MO. JULAHAN JASPUR**.....