



# MOHAMMAD AFZAL HASEEN

7268881733 , 8737986496

afzalhaseen01@gmail.com

afzalhaseen7@gmail.com

www.linkedin.com/afzal-haseen

Mumbai, India 400051

## SUMMARY

. Meticulous accounting professional aiming to fulfill Assistant Accountant opportunity to apply 3 years of knowledge and experience. Adept in reconciling invoices, petty cash, expense reports and p-cards. Proficient with accounting software and systems.

## SKILLS

- Accounting and bookkeeping
- Advance Microsoft Excel
- Oral and writing communication
- Documentation and control Staff management
- Workflow planning Issue handling
- Inquiry response Program management
- Regulatory compliance Team leadership
- Team leadership
- Program management
- Relationship building

## EXPERIENCE

Oct 2021- Present

**Adwallz** Mumbai, INDIA

**(Accountant)**

- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Make a payment to vendor and company expenses
- Analyzed financial statements and income statements to review company's financial performance.
- Prepare Project Costing and assist in Project Budgeting
- Analyze the company Cash Flow and prepare a report accordingly
- Assist charter accountant in Auditing and GST e-filing.
- Solve queries and help in decision making

July 2018 - August 2021

**Ashish Chopra & Associates** Allahabad, INDIA

**(Assistant Accountant)**

- Analyzed financial statements and income statements of the client and review company's financial performance.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Implemented unique methods and methodologies like ROI, ROA, RI, Financial Leverage, which helped reduce and resolve issues.
- Received, evaluated and scanned in all new inventory, updated computer database and proactively resolved any variances.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Calculated and determined accurate monthly revenues by reconciling and reviewing operations databases and accounting system records.

October 2017 - April 2018

**RD Connect Services Pvt. Ltd** | Allahabad, INDIA

**(Sales Executive)**

- Exceeded sales goals and improved profitability by aligning sales strategies and business plans with market trends.
- Contacted current and potential clients to promote products and services.
- Greeted customers and offered assistance to build favorable first impression and positive experience.

## EDUCATION AND TRAINING

May 2021

**US C.M.A** | Certified Management Accountancy

U.S GAAP

April 2018

## WEBSITES, PORTFOLIOS, PROFILES

afzalhaseen01@gmail.com  
afzalhaseen7@gmail.com  
www.linkedin.com/afzal-haseen

**Bachelor of Commerce** | Business & Accountancy  
University of Allahabad, Allahabad

May 2015  
**Intermediate** | commerce  
Bishop Johnson School & College, Allahabad

May 2013  
**High School Diploma**  
Bishop Johnson School & College, Allahabad

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## LANGUAGES

**Hindi:** First Language

**English:**  B2

Upper Intermediate


**ASHISH CHOPRA & ASSOCIATES Chartered Accountants**  
20 Hastings Road, Allahabad  
+91-9415235058

**TO WHOM IT MAY CONCERN**

This is to state that Mr Mohammad Afzal Haseen S/o Mohd Haseen R/o 516, Hammam Gali, Chowk, Allahabad has worked as an Account Assistant from 1.7.2018 to 31.8.2021 with us.

He was looking into various aspect of accounting including GST and audit. We wish him the best in future.

For ASHISH CHOPRA & ASSOCIATES  
CHARTERED ACCOUNTANTS

  
(ASHISH CHOPRA)  
PROPRIETOR  
M.No.29208



Allahabad : 1<sup>st</sup> October 2021



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निर्देश / OBSERVATION

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विभिन्न सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

**MOHAMMAD HASEEN**



S1319290

माता का नाम / Name of Mother

**TASNEEM HASEEN**

पति या पत्नी का नाम / Name of Spouse

पता / Address

**5/6 HAMMAM GALI CHOWK**

**POST CITY, ALLAHABAD**

**PIN: 211003, UTTAR PRADESH, INDIA**

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

फाइल नं. / File No.

**LK01C4043023218**



Ministry of Health & Family Welfare  
Government of India

## Final Certificate for COVID-19 Vaccination

### Beneficiary Details

Beneficiary Name / लाभार्थी का नाम	<b>Mohammed Afzal Haseen</b>
Age / उम्र	<b>24</b>
Gender / लिंग	<b>Male</b>
ID Verified / पहचान पत्र सत्यापित	<b>Aadhaar # XXXXXXXX1730</b>
Unique Health ID (UHID)	
Beneficiary Reference ID	<b>62703129234090</b>

### Vaccination Details

Vaccine Name / वैक्सीन का नाम	<b>COVISHIELD</b>
Date of 1 <sup>st</sup> Dose / पहली खुराक की तारीख	<b>22 May 2021 (Batch no. 4121Z072)</b>
Date of 2 <sup>nd</sup> Dose / दूसरी खुराक की तारीख	<b>14 Aug 2021 (Batch no. 4121Z162)</b>
Vaccinated by / टीका लगाने वाले का नाम	<b>RADHIKA RAI</b>
Vaccination at / टीकाकरण का स्थान	<b>MLN Medical College 18 To 44, Prayagraj, Uttar Pradesh</b>

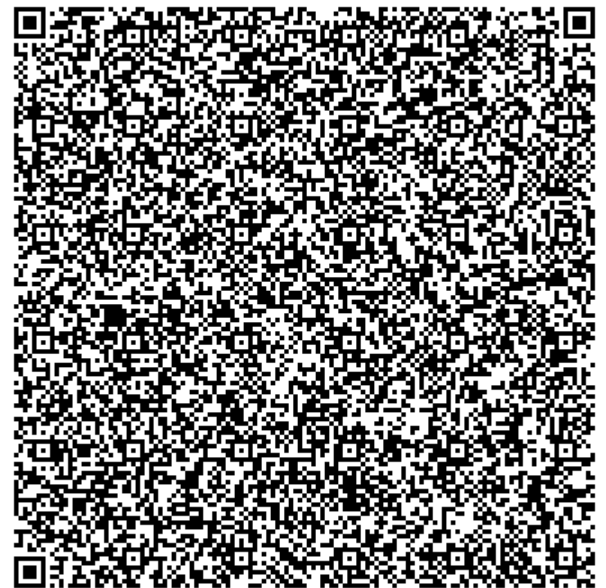


“दवाई भी और कड़ाई भी।  
Together, India will defeat  
COVID-19”  
- प्रधानमंत्री नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State **Helpline No. 1075**

टीकाकरण पश्चात किसी प्रतिकूल घटना के होने पर नजदीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण  
अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>