

CURRICULUM VITAE

Tabish Ashfaque Ulday.

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OBJECTIVE:

Looking for a challenging and competitive position in an organization having the environment that encourages continuous learning & provides exposes of new technologies so as to achieve professionals and personal growth.

PERSONAL STRENGTHS:

- Good communication and presentation skills.
- Ability to deal with people diplomatically.
- Problem solving ability and positive attitude.
- Confident outlook.
- Able to work individually or in a team.
- High energy levels and attention to details.

ACCOUNTINGWORK :

- Accounting Entries, Operating Computer, Work on Tally , Mailing, Preparing Salary sheet, Payment follow up, Handling Petty cash, Preparing cheques, Making Invoices, Reconciliation.
- Income Tax: Accounts Receivable/Payable, Depreciation Calculation .
- Routine Accounts: Routine Sales/Purchase (Local & Import) Entries, Stock maintenance, Petty cash, and Following Debtors & Creditors, Mailing, Payment follow up, etc.
- Knowledge of Sales/Purchase co-ordination work:-
- Preparing Purchase invoice, Purchase Order Preparing Sales invoice, Delivery Challan

WORK EXPERIENCE (From Past to Present):

- I Worked in **Enrich Plastic** as a Accounts executive on Tally ERP 9. From June-2017 to May-2018.
- I worked in **Shree Consultancy(Tax)**.
- Presently working in **Jain Ambavat & Associates (CA Firm)** FROM SEP 2018

KEY RESPONSIBILITIES:

- Data Entry Operator.
- Customer Handling.
- Cashier.
- Maintenance of cash and bank books.

COMPUTER SKILLS:

- MS-CIT
- MS EXCEL
- Tally 9.0 ERP

EDUCATIONAL DETAILS:

Examination	Board/University	Year Of Passing	
S.S.C	Maharashtra	2012	
H.S.C	Mumbai	2014	
B.Com	Mumbai	2017	
Pursuing M.com.	Mumbai	2018	

PERSONAL DETAILS:

Date of Birth	29th May 1996
Marital Status	Single
Gender	Male.
Nationality	Indian.
Languages	English, Urdu, Hindi & Marathi.
Permanent Address	Floor 2,R-2, Husainbhai Alibhai Valji Road, Tandel Street(North), Umerkhadi,chinchbunder, Mumbai-400009.
Driving License	Yes

DECLARATION :

- I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date :

Place : Mumbai

TABISH ASHFAQUE ULDAY