

**Wasif Haider**

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Email: [haiderwasif15@gmail.com](mailto:haiderwasif15@gmail.com),

**Post Applied For- Accounts Assistant**

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**CAREER OBJECTIVE**

To work hard for organization and intends to face the challenges and resolve the problems by with my efficient effort and ability.

**Knowledge/Qualification**

- Graduate with Commerce in 2015
- Knowledge in handling of Tally ERP 9.
- Knowledge in handling of XLWEBPRO6.
- MS- Office (MS Word, MS Excel, MS Power Point)

**Work Experience:-****Maryam Enterprises(Jan 2015 to Oct 2018)**

Maryam Enterprises is sister concern of Pacific Travel established in 2013 as an expansion of Business. It poses GSA of ACP Rail of Europe. I worked here from January 2015 to October 2018 and due to my outstanding performance and dedicated work I promoted to Pacific Travels from November 2018. In Maryam Enterprises I handled following responsibilities-

- Maintain books of accounts with the help of Tally software.
- Generation of invoice and compilation of related information.
- Settlement of advances of clients and staff.
- Payment Reconciliation or Follow up for outstanding payment directly with the clients.
- Generation of monthly MIS related to supplier and customer.
- Preparation of daily inflows and outflow sheet.
- Preparation of MIS related to GST Data return.
- Preparation of Bank Reconciliation Statement.

### **Pacific Travels- (Nov.2018-Till Now)**

Pacific Travels established in 1968 with an experience in Holiday Packages, Business, Pilgrimage Tourism and Aviation services and Visa Facilitator for Iran and Algeria, It is a strong and dependable travel brand in India as well as in other country and received numerous awards. I am working here as an Accountant Cum Visa Facilitation Officer. I am also an authorized representative for Algeria embassy. My other responsibilities includes-

- Maintain books of accounts with the help of Tally software.
- Generation of invoice and compilation of related information.
- Settlement of advances of clients and staff.
- Management of Account Receivable and Account Payable.
- Preparation of daily inflows and outflow sheet.
- Preparation of MIS related to GST Data return.
- Preparation of Bank Reconciliation Statement
- Assist to Senior Accountant
- Consultation with CA office for operation and statutory compliance.
- Assist in audit for finalization of accounts.
- Preparation of documents related to Visa.
- Coordinate embassy/VFS for submission of application and fulfillment of required information.

### **Extracurricular activity**

- Got 1<sup>st</sup> position in Kabaddi conducted at college.
- Got 2<sup>nd</sup> position in tug of war conducted at college.

### **Strength Areas**

- Ability to work within a team or work as a leader along with coordination with all team members.
- Punctual, Quick Learner.
- Confident and Ready to take initiatives
- Ability to cope with varied situations and work place.
- Problems solving & Analytical skills

## **Personal Profile**

Date of Birth - 22/06/1993  
Gender - Male  
Nationality - Indian  
Marital Status - Single  
Language - English, Hindi, Urdu  
Hobby - Playing cricket and watch movie

### **Declaration:**

I solemnly declare that the above information is true and correct to the best of my knowledge and belief. I am liable to disqualified if any information given above is found to be incorrect/ incomplete/ False.

Place : Ghaziabad  
Date :

WASIF HAIDER

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