

# Curriculum Vitae

## **MD IRFAN ALAM**

**RC-49 Rajeev Nagar  
Khora Colony, Ghaziabad  
Uttar Pardesh-201010**

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### **OBJECTIVE:**

*To contribute towards the organizational goal with utmost integrity and candour that will help me to incorporate the attributes and knowledge of the highly regarded Accountancy profession.*

### **ACADEMIC QUALIFICATIONS:**

Degree/Examinations	Board/University/Institute	Year of Passing
B. Com (H)	BRABU	2014
Intermediate (10+2)	BSEB	2011
Matriculation (10th)	BSEB	2009

### **CAREER SUMMARY:**

- ✓ **Working as Account Executive in B. RATTAN & ASSOCIATS August-2014 to March-2019**

#### **Responsibilities**

- Day to Day Accounting
- Bank reconciliation
- Debtors and creditors reconciliation
- Preparing report
- Preparing D-Vat Return
- Preparing GST Returns
- Preparing Balance Sheet & Profit & Loss
- 26AS Reconciliation
- Issue C Form
- Reporting to CA

### **Direct & Indirect Taxation**

- Preparing Income Tax Computation
- Income Tax Return Filing
- Registration under GST
- Filing of GST Annual Returns

### **Audit**

- Physical Verification of NTPC Delhi
- Internal Audit in Kwality Limited
- Concurrent Audit of Bank of Baroda, Central Bank of India

## ✓ **Working as Account Executive in Birash professional Pvt Ltd April-2019 to March 2020**

### **Responsibilities**

- Preparing report
- Preparing GST Return GSTR3B GSTR1
- Preparing Balance Sheet & Profit & Loss
- 26AS Reconciliation
- Reporting to Manager

### **Audit**

- Income Tax Audit
- GSTR 9 and Assist to Prepare GSTR 9C

## ✓ **Working as Account Executive in DMIC Integrated Industrial Township Greater Noida Limited from April 2020 to till date appointed through SRVM & Associates**

### **Responsibilities**

- Preparing TDS payment Report, Challan Payment and Return Filing including Revised on Computax Software
- Preparing GST Returns including GSTR 9 and GSTR 7
- Preparing of E-Invoicing on GST Portal
- 26AS Reconciliation with Books
- Preparing ITR form
- Assisting in all Audits
- Preparing of Fund Transfer Letter
- Reporting to Manager

## **OTHER SKILLS:**

- Independently handled of GST Returns including GSTR 9 and GSTR 7 and return filling
- Maintain Books of Accounts in Tally.ERP9.
- Manage Accounts Payable & Accounts Receivable.
- Preparation of Bank Reconciliation Statement.
- Preparation of Debtor's Reconciliation
- Preparation of debtor's statement on weekly basis
- Handling Daily Petty Cash Expenses.
- Preparation of Salary Sheet

## **COMPUTER PROFICIENCY:**

ACCOUNTING PACKAGE	TALLY 7.2 , ERP 9.0,9.1.1 and Busy
PACKGES	MS OFFICE-EXCEL, WORD, POWER POINT, COMPUTAX
OPERATING SYSTEM	MICROSOFT WINDOWS XP, 2007, 2010

## **PERSONAL DETAILS:**

**Father's Name** : Md Amirul Haque

**Mother's Name** : Anwari Khatoon

**DOB** : 05/01/1993

**Sex** : Male

**Nationality** : Indian

**Marital Status** : Single

**Pan No.** : AXWPA5760G

## **HOBBIES:**

Travelling, Surfing Internet

## **KEY STRENGTH:**

Sincere, Polite Behaviour, Team-work, Keen learner and ability to do new things.

**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 particulars mentioned above.

Date :

Place : Ghaziabad

**(IRFAN ALAM)**