

CURRICULUMVITAE

Name :- WAHEED ABDULAJEEJ METRI

Mobile No :- 8459653195

Email ID :- waheed.metri1990@gmail.com

Career Objective :-

Seeking a position in ACCOUNT DEPARTMENT & Looking forward to handle challenging assignment to test my true potential abilities & excellent in application. To utilize & upgrade knowledge and experience, learn new trend and strategies for the organization and personal growth hand works and continuous improvement with the appreciation of my effort by superiors & colleagues alike.

Educational Qualification: -

Sr. No.	Degree	University/ Board Name	Year of Passing
1	B.Com	Karnataka University Dharwad	July 2013
2	HSC (PUC)	Department of Pre-University Education	July 2009
3	S S C (SSLC)	Karnataka Secondary Education Examination Board	March 2006

Additional Qualification: -

Sr. No.	Courses	Name of the Institute	Year of Passing
1	SAP FICO	MAX EDUTECH SOLUTIONS- CAMP PUNE	2020-2021
2	PAM Course	RD's Institute Of Accounts And Taxation , Pune	November 2019
3	DCTTC	The Rastriya Computer Saksharatha Samithi - Talikoti Vijayapura Dist - Karnataka	July 2012
4	CAP	The Rastriya Computer Saksharatha Samithi - Talikoti Vijayapura Dist - Karnataka	January 2010
5	DEO	Laxmi Computer's Talikoti Vijayapura Dist- Karnataka	November 2006

Work Experience:

- 1) Organization - EISHA VASTU CONSTRUCTION – Shivaji Nagar
Duration - From July 2019 to Still
Designation - Account Officer

- 2) Organization - CG Lifestyle - Ambegaon Pune
Duration - From June 2017 to 30th Nov 2018
Designation - Account Executive

- 3) Organization - Limson Engineering Pvt Ltd, - Bhosari pune
Duration - From August 2014 to 31st March 2017
Designation - Account Assistant

Technical Skills:

- Tally-ERP
- MS Word, MS Excel, outlook
- MS-Office 365 online Cloud
- Vlookup, Hlookup, pivot table, Macro,
- Team Viewer, ammy admin, Anny desk, vnc viewer.
- GST (Payment and Return Filing)
- Income Tax (Payment and Return Filing)
- TDS Payment
- PF Payment
- PT Payment
- ESI Payment

Job Profile:

P.O, S.O, Day by Day Bill checking, Petty Cash, Debit & Credit Note, AP, AR, Transportation, Discount, Interest, Payroll, GST Calculation, TDS Working, Stock Maintenances, RCM, BRS, Bank Guarantee, Income tax Notices, Finalization, Team Handling, MIS Report.

Area of Interest: Accounts & Finance, Taxation

Project Work: -

Accounting of Following Companies in **RD's Institute of Accounts and Taxation**
Finalization, Tax Report & Management Report.

Sr. No	Name of Company	Project
1	Stylish Enterprises	Created ledger, accounting vouchers, scrutiny of P&L A/c & Balance sheet, Also Prepared Profit & loss A/c & schedule in Excel
2	M/S Happy Computers	GST Statutory set up, Inventory set up, Interest calculation in Tally, Bill by bill entry of Debtors and Creditors, Bill by bill entry of TDS, MIS Report.
3	M/S Raj Automation	BRS in Tally and schedule in Excel.
4	Evergreen- Foundation	Payroll & TDS Related to Salary.

Personal Details : -

Date of Birth :- 22nd July, 1990

Gender :- Male

Marital Status :- Married

Strength :- I trust on my Knowledge I love to update it.

Languages Know :- Kannada, Hindi, English and Marathi

Hobbies :- Travelling, Reading & Bike Riding

Mailing Address :- c/o P S. Mujawar
Sr.no. 3, Lane No. 6, Laxmi Nagar,
Kondhwa Budruk, Pune-411048.

Employment Status :- Full Time

Declaration: -

I certify that the information given above is true to the best of my knowledge and belief.

Date :-

Sign :

Place: -

Name : Waheed Abdulajeej, Metri