**Curriculum Vitae**

**Mohd Furqan**

**Email :- syedhf2808@gmail.com**

**Mob :- 8057953701**

**Career Objective:-**

**To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time.**

**I want to be creative learner and contributor towards the success of company.**

**Work Experience:-**

* **Working with International Agro Foods(Foods Exporter), Ghaziabad as an Accountant from 21 January 2015 to Till Date.**

**Company Profile:-**

* **International Agro Foods is the one of the leading Indian processor and exporter of Fresh Frozen Foods. International Agro Foods is amongst the leading Foods producing and exporting company in India for over 10 years.**

* **International Agro Foods exports Fresh Frozen Foods to most global destinations including all West African, Middle East, Egypt, South Asian and Far Eastern Countries. The produced Foods and products are directly supplied at highly competitive prices principally to direct importers, catering industry, supermarkets and wholesalers under popular brands.**

**Responsibilities:-**

**Preparing Monthly Vat Returns, GST Returns, Maintain record of Maintain record of EWAY Bill Form C, Form H and Form 38 (Road Permit), Export Documentation i.e. Invoices, Bill of Lading, Shipping Bill, Freight Bills etc., Sending monthly stock and debtors statement to bank, Preparing paper book and other documents for scrutiny, Assist senior accountants in preparation of monthly/yearly closings, Day to Day Accounting in Tally ERP 9 which includes passing all journal entries, preparations of sales invoice and maintaining complete books of accounts, GST Entry, Bank Reconciliation, Reconciliation of Debtors and Creditors, Handling Store and Accounts Books, Working Experience in GST, Income Tax, Excise, Service Tax, TDS etc.**

* **Worked with Ashoke Kumar & Co. as an Assistant Accountant from August March 2012 to October 2014.**

**Company Profile:-**

#### Ashoke Kumar & Co.is a group of professional accountant they provide full accountancy they maintain,Balance Sheet Trading accounat and GST report etc

**Responsibilities:-**

**Responsible for maintain all kind of entry in tally (sale,purchase,fixed assets bank gst tds receipt payment etc) bank reconciliation, , Assist senior accountants in preparation of monthly/yearly closings, day to day cash book, Accounts Payable, Accounts Receivable, etc.**

**Professional Skill:-**

* **Well Versed in Tally 7.2,Tally 9, and ERP 9( with latest version)**
* **Well Versed in Microsoft Excel**
* **Well Versed in Internet related works**
* **Knowledge of GST, Income Tax, TDS, etc.**

**Academic Record:-**

* **Bachelor in Commerce from SSV College (CCS University Meerut)**
* **Higher Secondary Education from U.P. Board**
* **High School from U.P. Board**

**Computer Learning:-**

* **Six month diploma in basic computer & tally (4.5, 7.2, 9.0, ERP 9) from Z NET computer education Hapur, Internet and other Applications**
* **CCC Diploma from NIELIT, Delhi**

**Ability and Strength:-**

* **I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.**
* **My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure.**

**Interests and Hobbies:-**

**My Hobbies include a strong love for playing cricket, and listning songs whenever free and surfing internet.**

**Personal Details:-**

**Date of Birth : 01/06/1985**

**Father’s Name : Mr. Azam Ali**

**Mailing Address : H.No.49, Avas Vikas Colony BSR**

**Road, Hapur Dist. Hapur,**

**Uttar Pradesh, (India)**

**Declaration:-**

**I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge.**

**Date…../...../…………. Mohd Furqan**

**Place……………………. Signature**