**Curriculum Vitae:**

**Syed Hussain,**

**D.no#17-11-3,**

**5TH Street,**

**Revenue Colony,**

**Kakinada-533001,**

**Andhra Pradesh,**

**Cell No**#**9000252167,8341106701**, **Mail:**[**syedhussain4u@gmail.com / syed\_inna@yahoo.co.in**](mailto:syedhussain4u@gmail.com%20/%20syed_inna@yahoo.co.in)

* **Career Objective:**

To obtain an accounting positions where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career**.**

* **Ability and Strength:**

My strongest assets I believe are my ability and strength. Manage Retail and Construction accounts independently. Learning new things quickly, stand out for difficult situations while auditing.

* **Academic Record:**
* Graduate (B.Com) completed In Velangi Degree College under Andhra University-2006.
* Higher Secondary Exam, In S.K.P.G.N. junior College, Ramachandra Puram, from Board of Intermediate Education, Hyderabad-2001,
* S.S.C Secondary School Certificate, In S.K.P.G.N.High school, from Board S.S.C Hyderabad-1998,
* **Professional Skills:**
* knowledge of Tally7.2., 9 and 9.2 E.R.P,
* Knowledge of Ms-Office and Internet skills,
* knowledge of Vat Tax, TDS, Service Tax and Income Tax,
* On-line Research Capabilities.
* **Work Experience:**
  + Worked With **Viveks Ltd**, C.M.H. Road, Bangalore, as an Accounts Assistant from **Oct 16, 2006, To May 31, 2008.**
  + Worked With **M/s Srija Constructions and Earth Movers**, Pallam Raju Nagar Road no-1, Kakinada, as Accounts Executive from **July 5, 2008, to February 28, 2012.**
  + Present I am worked with **M/s Nilaya Constructions**, , Ramarao Peta, Kakinada ,as an Accountant, from **March 5, 2012, to 31.12.2017,**
  + Present I am working in Sreedevi Automotive Services as a Accountant from 05.05.2017 to Till Date.
* **Worked With Viveks Ltd, C.M.H. Road, Bangalore, as an Accounts Assistant from Oct 16, 2006, To May 31, 2008.**
* **Responsibilities:**
* Handle cash sales and credit sales and Prepare Invoices and day by day Expenses,
* Prepare Daily Cash Statement,
* Prepare Daily credit card Sales Statement,
* Prepare Daily petty cash Statement,
* Prepare Cheque requesting note,
* Prepare Debit notes and Credit notes,
* Prepare Weekly outstanding,
* Prepare Monthly outstanding,
* Also Follow-up the Debtors,
* Maintain Ledgers Like cash sales Ledger, Creditors ledger and invoice Ledger,

Also Maintain Petty cash book.

* Also Bank - transactions like cheque deposits and withdrawals and deposit cash In Bank.
* Also take the staff attendance in time and Prepare Details in Excel sheet and report to Regional Office to know the status of staff timings and working days.
* Also handle the billing and taken the back up at the time of closing the branch sales and send this backup data to Regional Office to Know the Status of sale and stock verification.
* Every day at the time of closing the Sales, Verifying the cash and card sales and Invoice sales and Petty cash closing balance as a Responsible Accountant,
* **Worked With M/s Srija Constructions and Earth Movers, Pallam Raju Nagar Road no-1, Kakinada, as Accounts Executive from July 5, 2008, to February 28, 2012.**
* **Responsibilities:**
* Maintain day by day Cash Transactions and Prepare Vouchers at the time of Payments,
* Maintain Bank Reconciliation and Reconciliation Of Debtors & Creditors,
* Maintain Internal Audit and Accounts Book,
* Maintain Civil work expenses single entry in book,
* Maintain single entry into Ledger posting,
* Follow up the secured loan out standings and unsecured loans Outstanding and Monthly interest Reconciliation of bank account,
* Calculation of Monthly / Vat Tax(Manually), Services Tax & TDS,
* Preparation of Vat return and Services Tax Return & TDS Return Filling Monthly ,Quarterly and Half yearly:
* Prepare Accounting vouchers in system by using tally ERP 9 ,
* Prepare Profit and Loss account as for firm norms,
* Prepare Balance sheet to know the status of income and Loss at the time of financial year closing,
* **Present I am worked In M/s Nilaya Constructions, Ramarao Peta, Kakinada ,as an Accountant, from March 5, 2012, to 31.12.2017,**
* **Responsibilities:**
* Daily verification of Cash and Bank transaction also Reconciliation the Bank Statement,
* Weekly once audit the Ledger Books ,
* Verification of party accounts and follows up the debtors for outstanding,
* Verification of Sundry creditors accounts to know the outstanding payable,
* Also Prepare venture wise expenses and venture wise sale to know the profit of every venture.
* At the time of sale paid the vat payment at bank and the same has been prepare for Monthly online vat returns,
* Also prepare Service tax reports as for party details to know the Service tax payable and Report to senior,
* Also prepare the T.D.S Report for Sub-contractors and Un-secured loan to know the T.D.S. payable amounts and submit the Details to the seniors for further process.
* And also verify the Ledger accounts day by day at the time of Finalization of Profit and Loss account and Balance sheet for the purpose of income tax return,
* **Present I am working In Sreedevi Automotive Services,Sarpavaram, (Franchiser of Mahindra First Choice Services) Kakinada , as an Accountant, from May-2017 to Till Date,**
* **Prepare Sales and Purchase details in excel and Tally Erp follow up the outstanding and insurance claim status at the time of Receiving accidental vehicles.**
* **Cash and bank transaction and Petty cash statement prepared day wise forward to Head office.**
* **Follow up the Esi and Pf status at the time of Salary payment to their bank accounts.**
* **And Tds and service tax and sales tax details preparation Now I am learning GST through our Senior Accounts Department .**
* **Personal Details:**

Father’s Name : Syed Noor Mohammad Basha

Date of Birth :  February 17, 1981,

Sex : Male.

Nationality : Indian.

Marital Status : Married.

Languages : Good hold on English, Hindi, Urdu, and Telugu languages

Passport No : M8078071, Exp dates: April 14, 2025.

Skype ID : Syedhussain4u.

Interest and Hobbies : playing cricket, and Drawing,