**KHALID HUSSAIN**

CURRENT ADDRESS-D-159, 3rd FLOOR

RAGHUBIR NAGAR, RAJOURI GARDEN

DELHI-110027

Email-kdhussain5@gmail.com

Mobile: 7210010074

**Career Objective**

To grow professionally while contributing to the growth of the organization and to apply sound and logical judgement to problems on hand, and to become an asset to the organization I work with.

**INTERESTS**

* Financial Analysis & Consultation
* Business Promotion & Strategies
* Statutory Audits of Private & Public Limited Companies
* Tax Audits of Private & Public Limited Companies

**Work experience**

1. Working as an Accountant in R. Chadha & Associates (Chartered Accountant) From March 2018 to Present.
2. Worked as an Accountant in M/s Vinay Electricals from August 2016 to December 2017.
3. Internship with Sumit Sang & Associates (Chartered Accountant) from November 2014 to July 2016.

**Computer & Communication Skills**

* Working Knowledge of GST Common Portal.
* Knowledge of TDS and Income Tax.
* Working knowledge of Tally/Busy.
* Knowledge of MS – Office [Word, Excel].
* Knowledge of internet.

**Technical Proficiency**

* **Skills & Certificate**
* Certified Goods & Services Tax (GST) Practitioner.
* **Taxation**
* Computation & filing of GST Returns (GSTR 3B, GSTR 1, GSTR 9 or 9C) online.
* Computation & filing of TDS & Income Tax Returns online.
* Computation & filing of DVAT & Service Tax Returns online.
* **Accounting**
* Finalisation of Accounts.
* Prepare Profit & Loss Statement and Balance Sheet.
* Recording transaction on daily basis in accounting software.
* Maintain books of accounts.
* Prepare Bank Reconciliation Statement, Debtor, Creditor reconciliation statement.
* Dealing with debtor and creditor and their payments.
* Prepare Sale and Purchase invoices.
* D-Vat reconciliation & “C” Form generation and issue.
* Issue of Debit Note and Credit Note.

**Education Qualifications**

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| --- | --- | --- | --- |
| Examination | Institution/college | Board/ University | Year of passing |
| M.COM | IGNOU | IGNOU | Pursuing |
| B.COM | University of Delhi | University of Delhi | 2015 |
| 12th | G.B.S.S.School | C.B.S.E Board | 2012 |
| 10th | G.B.S.School | C.B.S.E Board | 2010 |

**Personal Profile**

* Father’s Name : Md. Zahid Ansari
* Date of Birth : 1stJanuary, 1994
* Gender : Male
* Marital Status : Unmarried
* Languages known : English, Hindi
* Permanent Address: : D-159, 3rd Floor,

 Raghubir Nagar, Rajouri Garden, West Delhi

Delhi-110027

Khalid Hussain

Signature