

Position Applied For : Accountant(Admin)

MD. ASAD QUADRI

Lodi katra,patna city

Patna,pin no:-800008

Contact No. :-9973548866(7677022223)

E-mail : amir.m.quadri@gmail.com

OBJECTIVE :-

6 years experience, seeking jobs in the field in Financial Department in our organization to serve you the best, I can. With my knowledge and experience, and my self seeking an opportunity that challenges my professional and intellectual abilities and the part of dynamic organization that encourages continuous learning and team play I am well experienced in activities performed in financial department. And posses an excellent communication ability as well as written. And experience in **Tally ERP**,

KEY DUTIES AND JOB RESPONSIBILITIES :-

- Prepare profit & Loss statement and monthly closing & Cost Accounting Report.
- Compile and analyze Financial Information to prepare Entries to accounts, such as journal ledger accounts, & Document Business Transaction or preparing Trial Balance.
- Prepare profit & Loss statement & Monthly closing accounting reports.
- Calculate, Prepare & Issue Bills, Invoices, Account Statement & other Financial Statement According to established procedures.
- Compile Statistical, Financial, Accounting or Auditing report & table pertaining to such matters as cash receipts, Expenditure, Accounts Payable & Receivables, Profit & Losses.
- Compile and analyze Financial Information to prepare entries to accounts, Such as journal ledger accounts, and Document Business Transaction.
- Perform general office Duty such as filling, answering telephone, and handling routine correspondence.
- Established, maintain, and coordinate implementation of accounting and accounting control procedures.
- Monitor and review accounting and related systems report for accuracy and completeness.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Reconcile records of Bank transaction and reconcile or note and report discrepancies found in records.
- Recommended, Develop and maintain financial Data bases, Computer software systems and manual filling systems.
- Match order forms with invoices, and records the necessary information.
- Interact with internal and external auditors in completing audits.
- Other duties as assigned.

ABILITY AND SKILLS:-

- Experience to work in fully computerize environments such Tally ERP& other programmer.
- Performing the task according to the given instructions by the seniors.
- Encourages office staff to share knowledge and contribute to practice areas.
- Promotes a learning environment in the office.
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills.
- Remains calm, in control and good humored even under pressure.
- Focuses on result for the client.
- Consistently approaches work with energy and a positive, constructive attitude.
- Strong IT skills, Solid experience in the usage of computers and office software packages (MS Word, Excel, Internet Browsing, etc.) and experience in the handling of web based management system.

WORKING HISTORY: + (INDIA)

- **Working Since** : **Feb 2014 to Nov 2015**
- Designation : ACCOUNTANT
- Company : S.K.Nayak & Company Pvt Ltd

- Location : INDIA

- **Working Since** : **Dec 2015 to Mar 2017**
- Designation : ACCOUNTANT
- Company : Nilima creations

- Location : INDIA

- **Working Since** : **April 2017 to July 2020**
- Designation : CASH SUPERVISOR
- Company : REDTAG

- Location : OMAN

ACADEMIC EDUCATION

- Bachelor Degree in Commerce from Magadh University, Patna.

SOFT WARE SKILL

- Tally 7.2 & 9.0 Application & E Focus.
- OS Platforms: Windows 98/2000/NT/XP,
- Microsoft Office (Word, Excel)
- Internet browsing etc.,

PERSONAL PROFILE:

Name	:	Md. Asad Quadri
Father' s Name	:	Md. Farooque Alam
Date of Birth	:	12 Jan 1995
Nationality	:	Indian
Marital Status	:	Unmarried

PASSPORT DETAILS

Passport No.	:	M6322762
Date of Issue	:	10.02.2015
Date of Expiry	:	09.02.2025
Place of Issue	:	Patna

VALIDATION

I hereby certify that the above given the all statement' s and /or attachment document including this C.V. are true and best for my knowledge and believe.

Sincerely your,

Md. Asad Quadri