**CURRICULUM VITAE**

**Rizwan Ahmad**

L.I.G.183/62, Avas Vikas Colony

Rudrapur Distt. (U.S.Nagar)

Uttarakhand

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**Objective :** Looking for a career which offers innovation excitement and challenging environment that utilize my overall abilities in the field of Accounts, Finance & Administration & help in taking up responsibilities, entrusted to me by management and also which help my carrier growth in prosperous manner.

**Technical /Computer skills:**

* One Year Computer Diploma of I.T. Programing [fin-tech] Rudrapur From period **2008-09.**
* One month Computer Hardware Certificate from Bank of Baroda., Sidcul Branch,

Pantnagar, (U.K.)

* Working knowledge of MS-Office, Internet Explorer, Tally- ERP-9 & ERP (Dataman).

**Academic Qualification:**

* Passed B.Com. from Kumaun University, Nainital, in 2012.
* Passed Intermediate from U.A. Board in 2008.
* Passed High School from U.A Board in 2006.

**Work Experience:**

**Currently working with M/s Chadha Papers Ltd , Bilaspur, Rampur (U.P.) as an “Accountant” Since 01.09.2013.**

**Responsibilities:**

* Processing all the invoices raised by contractors, suppliers & Transporters (starting from accounting entry to payment of suppliers/contractors/Transporters) as per P.O./ W.O. norms.
* Responsibility of cash & bank related transactions starting from making entry to reconciliation of bank statement.
* Accounts payable and reconciliation of suppliers on monthly basis for effective control.
* Co-coordinating activities for ensuring completion of internal, statutory audits within time.
* Responsibility of all adjustment entries related with misclinious accounts on monthly closing.
* Working on ERP (Dataman) and Tally ERP-9for all the accounting related activities.
* Prepare data for TDS return as per Government Norms on monthly basis and forward to Seniors.

**1 Year worked with M/s Lal Ji Gopinath Ji Industries -Sidcul (Pantnagar) as an “Accountant” From 01.07.2012 to 31.08.2013.**

**Responsibilities:**

* Responsibility of cash & bank related transactions starting from making entry to reconciliation of bank statement.
* Accounts Payables and receivables related transactions starting from making entry to reconciliation of Debtors and Creditors on monthly basis for effective control.
* Responsible for accounting of raised invoices as well as making invoices.
* Ensuring that all payments are made to suppliers within the stipulated time frame & managing accounts payable.
* Ensuring that all received payments are made by customers within the stipulated time frame & managing accounts receivables.
* Preparation of Service Tax, Excise, TDS & VAT details for monthly returns and forward to seniors for remittance of due within the stipulated Time.
* Working on Tally-7.2& Tally ERP-9for all the accounting related activities

**3 Years worked with M/s Chadha Papers Ltd , Bilaspur, Rampur (U.P.)** as an **“Executive Accounts” From July-2009 to May-2012.**

**Responsibilities:**

* Processing recording of all financial transactions of suppliers, contractors and responsibilities of accounts related activities.
* Correspondence, Vouchers, Accounts Bookkeeping.
* Working on Accounting Software - Magic& Tally ERP-9for all the accounting related activities.

**Personal Detail:**

Father’s Name : Shri Idreesh Ahmad

Date of Birth : 02 April 1989

Gender/marital Status : Male/Unmarried

Nationality : Indian

Language Known : English & Hindi

Permanent & Postal Address : L.I.G.183/62, Avas Vikas Colony Rudrapur (U.S.Nagar)

**References** : Available on request

**Place: Rudrapur (Rizwan Ahmad)**