

Curriculum – Vitae

Amir Suhail

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I would like to have Challenging environment that would help me to gain knowledge and Creative blend of my mind in highest level of Commitment.

CAREER HISTORY

Rosemerry Solvent Pvt. Ltd.

Accounts Executive

Nov 2016 – Feb 2020

(41 months)

- Rosemerry Solvent Pvt. Ltd, was established in the year 2009 to bring to Produced Oils as like, solvent & sunflower. Plant located in Kaimur, Bihar and Head Office in Jawahar Nagar Extension, Varanasi.

Jan Sandesh Times Pvt. Ltd.

Accounts Executive

March 2020- till now

(17 months)

Looking this position:

1. Prepare GSTR-1, Reconcile GSTR-2A, Computation GSTR3B.
2. Bank Reconciliation of all A/c. (CC, CA & OD).
3. Reconcile of Creditors ledgers.
4. Stock maintain & commodities verify.
5. Assist internal audit.

Report:

1. Day to Day reporting to Manager (Accounts & Finance).

ACADEMIC QUALIFICATION

Graduation in B.Com

2020

Mahatma Gandhi Kashi Vidyapith

Post Graduation in M.Com.

Appearing

Mahatma Gandhi Kashi Vidyapith

SOFTWARE SKILLS

- Tally ERP 9.0 Release (3.6)
- MS. Office (Word, Excel)
- Diploma in computer Application.

LEISURE INTERESTS:

Taxation Books, Listening music, Internet Surfing

PERSONAL DETAILS:

- **Date of Birth** : 13 JAN 1996
- **Gender** : Male
- **Language** : English, Hindi

- **Father's Name** : Late: Md. Shahnawaj

- **Permanent Address** : B 2 / 218, Bhadaini, Assi, Varanasi
- **Marital Status** : Single
- **Current Salary** : 2.16 Lacs (C.T.C)
- **Notice Period** :

OTHER DATA

- **Available** : Immediately
- **Relocation/Travel** : Only Varanasi

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:

Place: Varanasi

AMIR SUHAIL