

CURRICULUM VITÆ

Career objective

To be an effective and competent professional and prove to be an Asset for organization. To contribute to the success of organization with abilities and the knowledge that has been acquired during my academic career as well as in practical.

Academic Qualification

- M.COM (Hons) from CDE, AMU in 2021.
- B.COM (Hons) from CDE, AMU in 2019.
- Intermediate passed from NIOS Board In 2016.
- High school passed from ICSE board in 2013.

Working Experience

- Worked at Taj Group of company, Aligarh.
- Worked at All India Radio, HPT, Aligarh.
- Worked at P M College of Education
- Worked as a Accountant under CA Shah Faisal Ahmad

Additional Qualification and Skills

- Diploma in Computer Application (DCA).
- Familiar with: Microsoft Office (MS Word, MS Excel, MS Power Point, MS Access).
- Familiar With TALLY.
- English typing

Work Description

Systematic Knowledge of Accounting and Journal Entries
Prepare the GST Tax Invoice & export document for a client
Auditing of the firm.

Handling the salary of all staff & attendance register of employee

Handling the GST of the firm & computing Tax Return

Handling & filling the TDS/TCS

Preparation of E-way bill.

Maintain the production (Transfer of Materials) of the manufacturer

Maintain the stock summary

GST reconciliation of the firm

Preparation of all Debit and Credit Notes

Payment Collection with Parties

Prepared the Financial Statement (Balance sheet & P/L Account) under CA Guidelines.

Hobbies

- Always ready to learn and apply effective things
- To do official work
- Playing Cricket

Strengths

- Ability to work in a fast-paced environment to set deadlines.
- Highly organised with a creative flair for project work.
- Enthusiastic self-starter who contributes well to the team.

Declaration

- I hereby declare that the information provided by me is true to best knowledge and belief.
Date.....
Place

MOHD FAZALULLAH

Father's Name : Mr. Chahat Khan

Date of Birth : 20th September 1997

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Languages : English, Hindi , Urdu

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(Mohd Fazalullah)