



MOHAMMAD ALTAF HUSSAIN

Accountant

CONTACT

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PROFESSIONAL SUMMARY

Detail-oriented Accountant with 6 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

WORK EXPERIENCE

AHS Enterprises, New Delhi, India

As an Accountant from August 2021 – At present

- Prepared monthly bank reconciliations with accuracy
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Mentored junior staff members with constructive feedback and actionable steps for performance improvement.
- Used accounting software to perform bookkeeping, invoicing and bank reconciliations.

Ajwa Creation, New Delhi, India

As an Accounts assistant from January 2018 – July 2021

- Chased missing transactions to help facilitate timely payments.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Reconciled Purchase Orders (POs) to produce accurate inventory reports.
- Responded to day-to-day finance queries from stakeholders, forwarding to senior staff where appropriate.
- Prepared invoices based on contract terms and distributed to customers.
- Maintained petty cash for ad-hoc business expenses.

Genpact, New Delhi, India

As a Process Associate in BT insurance from July 2012 – December 2012.

OBJECTIVE

To pursue my career goal to excel and nurture my spirit of continuous improvement by enjoying and relishing whatever I do. I look forward to a challenging, growth-oriented position in a progressive company, where my skills are effectively utilized to improve operations and contribute in organization's success.

PROFESSIONAL SKILLS

- Excellent to inter-personal skill.
- Self-motivated, passionate & hard working.
- Flexible and adaptable with the environment.
- Ability to work independently or as part of team.
- Strong analytical and problem-solving skills.
- Strong written & Verbal communication skills.

TECHNICAL SKILLS

Operating System: Windows

98/XP/7/8/10, MS DOS

Application: MS Office, MS excel, Tally ERP

Others: Analytical skills,
Aptitude to solve problems creatively.

LANGUAGES

English

Hindi

Arabic (Reading)

Urdu

PROFESSIONAL QUALIFICATION

- Qualified CA-IPCC Group 1 in November 2015, from ICAI.
- Qualified CA-CPT in 2011, from ICAI.
- Completed ITT Training from ICAI

PERSONAL DETAILS

Father Name: Late Hidayat Hussain
DOB: 26-Nov-1993
Nationality: Indian
Marital Status: Married
Visa: Visit Visa

- Processed transactions and updated financial records using CRM and accounting systems with precision.
- Used business process management software to model and execute optimized workflows.
- Achieved targets by handling queries promptly and sharing comprehensive product knowledge.

EDUCATION

Bachelor of Commerce

Allahabad University - Allahabad 2009-2012

Senior Secondary School Education

Bal Bharti School & College – Allahabad 2008-2009

Secondary School Education

Bal Bharti School & College – Allahabad 2006-2007

HOBBIES

Travelling
Reading Books

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.