



MOHD SAMEER

ACCOUNTANT

M.com + 11 Years' Experience, Accounting, Tally, Auditing, Bookkeeping, Taxation's

My Contact

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☎ +91-9259830186

📍 115-Semal Khera shahmat
Ganj Bareilly. (U.P)

Skills

- Accounts Payable & Accounts Receivable
- Management of Vendor & Customer Relations
- Financial Statement & Preparations
- Data Entry, Invoicing & Purchase Order & Sales Order
- General Ledger Entries & Audits
- Month-end Reconciliation & Analysis
- Inventory Control
- Reporting & Documentations
- Tally prime, Busy software
- Microsoft Office, Word, Excel.
- GST Returns, TDS, TCS

Education Background

- MJP Rohilkhand University Bareilly
Master of Commerce 2013. (M.Com)
Completed in 2013
- MJP Rohilkhand University Bareilly
Bachelor of Commerce (B.Com)
Completed in 2010
- 10th From UP Board in 2005.
Intermediated from UP Board 2007.

About Me

Dynamic and qualified Bookkeeper with 11-year experience extensive knowledge of accounting principles taxation policies and Income Tax, Goods and Service Tax Procedures. Key Strengths in Planning, Problem Solving and customer relation. Familiar with Financial reconciliations, general ledgers, Ledger Posting, Bank Reconciliation and regulatory reporting. Eager to meet Client needs and exceed expectations.

Professional Experience

Account's Manager

Radhey Lal Sugar Mills Pvt Ltd- Faridpur Bareilly. (U.P)
Sep-2019 –Present

Key responsibilities:

- GST monthly Computation & Filling Returns. (GSTRN1 & GSTRN3B).
- TDS Monthly Payment Challan and quarterly return 24Q, 26Q,
- TCS Monthly Working Challan and Payment (27EQ)
- PF & ESIC monthly Challan and payment.
- Salary Preparation.
- Monitoring & financial activities.
- Bookkeeping, Invoicing,
- Weekly Accounts Payable & Accounts Receivable and collection Report.
- Monitoring, supervised accounting staff with of all accounting & Banking Activities.
- Finalized Books & GST Audit, Profit & Loss A/c, Balance Sheet, Preparation.
- Report to the management regarding the finances of the establishment.
- Online Transfer & Payments. (NEFT & RTGS)
- Preparation of working Capital quarterly.
- Preparation of Farmers Bank Payment with Cane Development System Software.
- Entered Financial Data into computerized accounting Software program Tally PRIME.

Account's Manager - Aug-2018- Aug-2019

M/s Rohilkhand Automobiles Pvt Ltd. (Volkswagen Bareilly)
Rampur Road, C.B Ganj Bareilly. (U.P)

- GST monthly Computation & Filling Returns (GSTRN1 & GSTRN3B).
- TDS Monthly Payment Challan and quarterly return 24Q, 26Q,
- Monthly Stock Audit Reports.
- Bookkeeping, Invoicing and Inventory Control.
- Weekly Accounts Payable & Accounts Receivable and collection Report.
- Supervised accounting staff with of all accounting & Banking Activities.
- Books & GST Audit, Profit & Loss A/c, Balance Sheet, Preparation.
- Report to the management regarding the finances of the establishment.
- Preparation of working Capital quarterly.
- Entered Financial Data into computerized accounting Software program Tally ERP 9.

Achievements

Selected Best Student of Month of Aug 2010 by ICA. (Industrial Computer Accountant)

Computer Skills

ACCOUNTING PACKAGE

Tally ERP, Tally Prime Busy, Compu Office

SOFTWARE APPLICATION

M.S.Word, M.S. Excel, Pivot Table, Vlookup

Hobbies & Interest

Playing & Watching Cricket.

Singing & Learning Music

Professional Diploma

DTP+Office Course with Zen Computer Education Institute Bareilly.

Certified Industrial Accountant Course from ICA Bareilly.

Personal Details:

Father's Name	– Mr. Dularey Mian
Date of Birth	– 16/7/1989
Marital Status	– Married
Nationality	– Indian
Religion	– Muslim
Gender	– Male
Language known	– Hindi & English
Aadhar No.	– 610293919821
Passport No.	– P3465055 (Issue. 08/02/2017– Exp. 07/02/2027)
Skype' ID	– mohd.sameer167

Sr. Executive Finance & Accounts: – June-2014 to July-2018

M/s Marya Day Agro Foods Pvt.Ltd. (FMCG Unit & Exporter)
Near RTO Office Shahjhanpur Road Bareilly. (U.P)

- Weakly Accounts Payable & Accounts Receivable and collection Report.
- Monthly Stock reconciliation & Valuation.
- Financial Statement & Preparation.
- Bookkeeping, Invoicing, Bank Reconciliation and Inventory Control.
- Supervised accounting staff with of all accounting & Banking Activities.
- Coordinated with vendors to resolve issues related to Pricing, Billing Error.
- VAT E-Return & Filing.
- TDS Monthly Payment Challan and quarterly return 24Q, 26Q,
- PF & ESIC monthly Challan and payment.
- General Ledger Accounting & Auditing.
- Report to the management regarding the finances of the establishment.
- Online Transfer & Payments.
- Preparation of working Capital quarterly.
- Entered Financial Data into computerized accounting Software program Tally ERP.

Executive Accounts: – May-2013 to May-2014

M/s Sangam Appliances & Electricals Pvt Ltd
Stadium Road Bareilly. (U.P). "Unit of Gourav Energen India Pvt Ltd"

- Account Reconciliation.
- Manage Bank Account & Daily Reconciliation.
- Processed Journal Entries, Online Transfer & Payments.
- Maintained Form C & Form 38 Detailed.
- Preparation of VAT E-Return & E- Filing.
- Entered Daily Purchase
- Accountable of all Invoicing

Jr.Executive Accounts: – Nov-2011 to Dec-2012

M/s Gourav Energen India Pvt.Ltd.
(Manufacturer of Wire, Cable & Electrical Panels)
Industrial Estate C.B Ganj, Bareilly. (U.P)

- Entered Daily Purchase
- General Ledger Accounting
- Maintained Expenses Voucher
- Manage Bank Account & Daily Reconciliation
- Maintained Purchase Order & Sales Order

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place-Bareilly

(Mohd. Sameer)