

ALI AZAM
(Senior Accountant)



+91 9818783348



mdaliazam1995@gmail.com



Laxmi Nagar, New Delhi-0092

Dear Hiring Manager,

As a Semi Qualified Chartered and Commerce Graduate with over 6 years of experience in the financial sector, I am writing to express my strong interest in the Accountant/Sr. Accountant position at your esteemed organization. With my extensive experience in accounting and tax, as well as my commitment to delivering high-quality financial services, I believe that my qualifications make me an ideal candidate for the position, and confident in my ability to contribute to your esteemed organization.

Having Senior Accountant at SMA Management Services Pvt Ltd, for over 3 years, I 'm an action-oriented individual with good analytical and critical thinking skills. I excel at performing any duties associated with role. Besides managing all accounting records, month end/year end closing & producing financial statement and coordinating corporate tax calculation, I 'm also adapts at leading other employees and conducting team meetings. Additionally, I am excited to learn and grow within your company and contribute to your success.

Based on my qualification & experience, I believe that I could be a valuable asset to your team. I am eager to utilize my skills and experience in a role where I can make a positive contribution to the company. I am confident that I have the ability to excel in this position and would welcome the opportunity to discuss my candidacy further.

Thank You for your time and consideration. I look forward to speaking with you in the near future

Sincerely,
Aliazam

ALI AZAM

Senior Accountant

11/423 Laxmi Nagar, New
Delhi 110092

Contact No. & Email:

+91 9818783348

mdaliazam1995@gmail.com

NATIONALITY

INDIAN

LANGUAGES

HINDI ○○○○○

ENGLISH ○○○○

SOFTWARE SKILLS

Tally ERP ○○○○○

Tally Prime ○○○○○

MS Outlook ○○○○○

MS Office ○○○○

QuickBooks ○○○

Busy 21 ○○○

SKILLS

- Financial Planning
- Financial Reporting
- Financial Analysis
- General Ledger
- IFRS/IAS
- Budgeting/Forecasting
- Accounts Reconciliation
- Fund Management
- Communication Skills

SUMMARY

Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines with ability to prepare financial statement and accounts reconciliation. Adept at all functions of accounting, including preparation of financial statement, processing payments, managing accounts payable & receivable and providing executive administrative support etc.

PROFESSIONAL EXPERIENCE

SMA Management Services Pvt. Ltd. New Delhi **Senior Accountant (Jan'2021 - Present)**

- Preparing journal entries, complete general ledger operations, monthly, year-end-closing and draw up financial report.
- Coordinating the full month end procedure, including preparation of balance sheets, income statements, Profit & Loss Account and trial balance statement.
- Analyzing the company's expenditure and benefits.
- Preparing reconciliations for monthly closings.
- Assisted junior accountants in preparing month end reports and monthly bank reconciliations.
- Managing and handling Accounts Receivables and Accounts Payables.
- Preparing Depreciation or amortization schedule.
- Filing of GSTR 1 & 3B return and making GST reconciliation.
- Prepared Payroll and Employees benefits sheet and their reconciliation with books of account.
- Project's Bank Reconciliation Statement & MFR reporting.

Subhash Mittal & Associates, New Delhi **Jr. Accountant/Article Assistant (Jan'2018 – Dec'2020)**

- Carried out bookkeeping activities including Journal postings and ledger reconciliations.
- Processed client records accurately using Tally Prime, QuickBooks and other accountancy software.
- Concluded various statutory audits of Society/Trust and Corporate Sector.
- FCRA Return and making of FCRA expenditure details.
- Filing of Income tax return and Preparation TDS details towards Challan payments & filling their return.
- Perfected numbers of Concurrent Audit/Internal Auditing of NGO's and Corporate sector.
- Budgets Preparation and MIS Reporting.
- Preparation and finalization of Utilization Certificates towards grant/donation received.
- Assisted in the processing of balance sheets, income statements and other financial statements.

PROFESSIONAL QUALIFICATION

- ACCA Pursuing (Applied Skill Level)
[The Association of Chartered Certified Accountants (ACCA)]
- CA - CPT & Intermediate _ 2014-2017
[The Institute of Chartered Accountant of India]
- Bachelor of Commerce in Accounting & Finance _ 2015-18
[Bhagwant University, Ajmer, India]
- Higher National Diploma, Accounting & Finance _ 2021-22
[Indian Institute of Skill Development Training (IISDT), Indore]

SKILLS AND STRENGTH

- Self-motive, hardworking, sincere and able to work in challenging environments.
- Working with team members and as a team leader too.
- To motivate people and make them works as a team.
- To achieve a goal effectively and efficiently.
- Have patience and persistence.
- Strong personal ethics and influencing skills.
- Desire to learn new things and put it to the best use.

DECLARATION

The above details are true and correct in the best of my knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I appointed in your esteemed organization

Place: New Delhi
Data:

Sign.
Ali Azam