



IQRA

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✉ - ansari.iqra26092000@gmail.com

Location - Delhi - INDIA

SKILLS

- Basic to Advance Accounting
- Book Keeping
- Tally Prime
- GST
- TDS & TCS
- Income Tax
- MS- Excel
- Vendor management
- Bank Reconciliation
- Financial Analysis
- Proficiency in Accounting Software
- Accounts Reconciliation

LANGUAGES

- English
- Hindi
- Urdu

HOBBIES

- Travelling
- Dancing
- Listening Music

SUMMARY

Professional Accountant with more than 4 years of experience in Accounts and Finance department. I aspire to build my career in the field of accounting and finance with a reputed and growing organization where I can utilize my skills and knowledge, in turn, helping me in my growth and growth of the organization.

WORK EXPERIENCE

Sr. Accounts Executive

M/s Amorvet

June 2020- Present

- Receiving, verifying, reconciling and processing payable invoices in ERP.
- Preparing accounts payable sheets for analyzing expense data and timely payments to vendors.
- Reconciliation of payments to vendors and updating it in ERP.
- Verification and reconciliation of admin expenses and employees' reimbursements.
- Reconciliation of vendor's statements of accounts with books of accounts.
- Bank Reconciliation
- Internal Auditing of Ledgers on Timely Basis
- Preparing Miscellaneous Excel Sheets such monthly sales and collection and expenses reports
- Checking Contractors Service Invoices and proceeding for payment.
- Managing 19 Sister Concern companies accounting

Account Assistant

Gupta Goel & Khanna CA Firm

July 2019- March 2020

- Raising invoices and sending it to clients.
- Recording sales and purchase invoices in Tally ERP 9.
- Entering payments and Receipts entries in Tally ERP 9.
- Voucher Entries
- Updating Bank Statements
- Updating Purchase Invoices

EDUCATION

Indira Gandhi National Open University (IGNOU)

Currently Pursuing
Master of Commerce

University of Delhi

Bachelor's Degree in Commerce

2019-2021

The Institute of Computer Accountants (ICA)

January-2020

Diploma in Certified Industrial Accountant