

## MOHD AQUIB



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Al Quoz, Dubai (UAE)

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### EDUCATION

- Graduation

### PERSONAL DATA

- Date of Birth : 10/08/2003
- Sex : Male
- Nationality : Indian
- Marital Status : Single

### PASSPORT DETAILS

- Passport No : V7058235
- Date of Issue : 15/03/2022
- Expiry Date : 14/03/2032
- Visa status : Visit

### LANGUAGE KNOWN

- English
- Hindi
- Urdu

## PERSONAL SUMMARY

To seeking a challenging career by copying a **Accountant** position, utilizing my technical skills and experience to contribute towards the progress of organization at the same time has the prospect for professional growth and development my career.

## ACADEMIC QUALIFICATION

- Passed 10th from U.P Board in 2018 with 78%
- Passed 10+2th From U.P Board in 2020 with 75.8%
- MS CIT 18 month Computer Education in APEX Institute.
- 6 Months Tally & Zoho Education in APEX Institute.

## PERSONAL SKILLS

- MS-OFFICE (Word, Excel, Power Point)
- Accounting Vouchers
- Account Receivable
- Account Payable
- Financial Statement
- Tally ERP 09

## WORKING EXPERIENCE

- ❖ **COMPANY** : SUPER SHINE PAPER LLP IN MUMBAI (IND)
- **DESIGNATION** : ACCOUNTANT
- **DURATION** : 2 YEARS

- ❖ **COMPANY** : RELIABLE ENTERPRISES IN MUMBAI (IND)
- **DESIGNATION** : ACCOUNTANT
- **DURATION** : 1 YEAR

## DUTIES AND RESPONSIBILITIES

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

## DECLARATION

I hereby declare that the above mentioned statement is correct & true to the best of my knowledge & belief.

**MOHD AQUIB.**