MAZHARULHAQ

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*Scaling new heights of success with hard work & dedication and leaving a mark of excellence on every step; targeting managerial assignments which involve analytical capabilities & professional growth in* ***Finance and Accounting*** *with an*

*organization of high repute, preferably in* Gulf/India

# PROFILE SUMMARY

**KEY SKILLS**

Finance & Accounts Costing & Budgeting Cash Management Compliance/ MIS Procurement

General Administration/ Procurement

Budgeting & Forecasting Statuary / Internal Audits Reconciliation

Due Diligence MIS Reporting

* MBA (Finance and Marketing) offering **over 6.5 years** of Experience in **spearheading a wide spectrum of Finance & Accounts** activities encompassing finalization of accounts, and so on

## Excels in Managing Financial Accounting, Accounts Receivable & Payable,

preparation of ledger books, bank reconciliation statements and finalization of accounts

* Hands-on knowledge in International Finance, Banking, Insurance, SAPM, Retail MGMT, SCM, Product and Brand MGMT, Marketing Strategies
* Gained exposure in **preparing & presenting** Balance Sheet and accompanying. schedules by finalizing accounts of various corporate & non-corporate entities.
* Resourceful in **developing & analyzing MIS reports** with pre-defined goals, policies & procedures of the management.
* Sound knowledge of all statutory acts as well as interfacing with regulatory authorities
* Displayed skills in **investigating & resolving discrepancies** in monthly back accounts while under tight deadlines.
* Efficient organizer, motivator, team player & a decisive leader with an approachable, cheerful, and friendly personality

# ORGANISATIONAL EXPERIE NCE

## Growth Path

Organization: ITM Safety private limited Role : senior account executive Period : Sep’23- Till date

Responsibilities

• Accurate Financial Analytical Techniques, Auditing, and Record-Keeping

• Every financial transaction was entered into ERP Reconciliation.

• verified and oversaw a variety of logistical transportation costs

• Handled Debit/Credit notes for sales orders and freight.

• Managed monthly TDS payments and GST returns.

• Coordinated with CA, Company Secretary, and consultants.

• Handled shipping and import documentation.

• Authorized Purchase Documents (Import, Domestic and Intra-Zone).

• Authorized Sales Documents (DTA, Export, and Intra-Zone).

• Prepare the employee's payroll for the company.

• Compliance Management.

• Work on Bank Realization for Document Import and Export.

• Dynamic Operating Conditions

• Vendors Payments Process USD as well As INR or EURO

• Processed salary, loans, and advances.

• Currently working on Odoo Enterprise Resource Planning.

Organization: SAG Group (Agra)

Role : Senior account executive

Period : Aug’22- Aug’23

Responsibilities

* Managed all accounting tasks from start to finish.
* Assisted in year-end adjustments for GST and Income Tax compliance.
* Handled Debtors and Creditors Accounts, finalizing and settling them.
* Conducted internal audits, developed audit programs, and organized documents.
* Prepared financial statements and filed Income Tax returns.
* Managed Monthly, Quarterly, and Annual GST returns, reconciling for Input Tax Credit.
* Maintained secure records of client tax returns and related documents.
* Conducted GST reconciliation with books, GSTR-2B, and worked on GSTR-3B for ITC claims and tax payments.

Organization: Haq Traders

Role : Account Executive

Period : Apr’21- July’22

Responsibilities

* Maintain and review financial records.
* Ensure compliance with account and tax laws.
* Prepare budgets regularly.
* Monitor expenditure and profit and provide reports.
* Report to the manager about the financial health of the business.
* Enter daily based data into the software.
* Perform monthly bank reconciliation.
* File monthly tax returns.
* Conduct regular internal audits to ensure accuracy and integrity of financial data.
* Collaborate with external auditors during annual audits to facilitate a smooth auditing process.

Organization: Ashok Leyland Role : Account Executive Period : Apr’20- Apr’21

Responsibilities

* Keep track of money coming in and going out.
* Check bills, fix mistakes, and discuss payments with vendors.
* Pay employees following rules and company policies.
* Protect money from problems and fraud.
* Work with teams to plan how much money is needed.
* Follow rules to keep organized records of money.
* Analyze money info to find ways to save or earn more.
* Learn and follow new rules for managing money.
* Keep records of things we own, like equipment.
* Send the required money reports to the right authorities.

Organization: Govind Maheshwari associates (CA firm) Role : Junior Accountant

Period : 2017- 2019 Responsibilities

* Maintain accurate financial records.
* Process accounts payable and receivable.
* Reconcile bank statements.
* Assist in financial statement preparation.
* Prepare and process payments.
* Follow up on overdue payments.
* Support tax return preparation.
* Analyze financial data for trends.
* Ensure compliance with regulations.
* Communicate with clients and vendors.

## Key Result Areas:

* Coordinating & preparing MIS reports, Costing and forecasting to Finance Manager & Managing Director
* Driving implementation of Internal Control procedures to avoid inadvertent duplicate or wrong payments.
* Engaged in:
* Finalization of Books of Accounts; preparation of Balance Sheet and P&L Account for Group companies and its subsidiaries
* Bank reconciliation and Ledger Reconciliation monthly
* Preparing budget fund flow to assess surplus / deficit of funds according to working capital budget requirement and proactively arrangement of funds with support of management, calculating profitability of every transaction for management reporting.
* Performing preparation of variance analysis, budgeted cost vs actual cost for each transaction for management reporting
* Assisting Statutory Auditors for timely completion of Audit of books of accounts
* Compiling and preparing cost and performance reports, cost benefit analysis and recommending necessary corrective actions.
* Supervising the preparation of MIS reports to provide feedback to top management on financial performance, viz. fu management, cost control, credit control, profitability.
* Formulating revenue & capital budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
* Liaising and negotiating with banks and financial institutions for raising fund and non-fund-based facilities to meet working capital and project requirements.
* Handing the procurement, distribution & maintenance of the office furniture & equipment to ensure seamless operations.

# INTERNSHIP

## 8-week TVS Motor as a Sales Representative Key responsibilities

* Achieved and consistently exceeded monthly and quarterly sales targets.
* Developed and maintained strong relationships with clients.
* Conducted product presentations and demonstrations to showcase features and benefits.
* Provided exceptional customer service, addressing inquiries and resolving issues promptly.
* Collaborated with the marketing team to implement effective sales campaigns.

# ACADEM IC DE TA ILS

2021 MBA (Finance and Marketing) from Integral University, Lucknow, U.P in 2021 and Secured 75% marks.

2017 B.Com from Rajkeeya Mahavidhyalaya Affiliated by CSJM University Kanpur in 2017 2014 Intermediate from Atal Bihari Inter College in 2014

2012 High School from Atal Bihari Inter College in 2012

**IT SKI LLS**

* SAP
* Odoo
* Microsoft Office: Word | PowerPoint | Advance Excel
* Tally ERP 9 with GST and Tally prime with GST
* Outlook, Microsoft Teams

# PERSONAL DETAILS

Date of Birth : 28th April 1996

Address : 98 Sheikhwara Unnao-209801, U.P Languages Known : English, Hindi and Urdu

Passport No : W0642553