# **MUZZAMMIL DAR**



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Nowgam, Srinagar, Jammu & Kashm ir, India

**SKILLS** 

MS Office

Tally

ITR filing

Excel

Data Analysis

**Accounting Software** 

Problem - Solving

Standards of Accounting



Chess

Surfing through internet



English

Urdu

Kashmiri

Punjabi

## **OBJECTIVE**

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## **EXPERIENCE**

### **Finance Associate & Accounts Executive**

01/06/2022 -

Wizkid Consultancy & Financial Service Pvt. Ltd.

- Maintain records of vouchers, invoices, payments, etc
- Handling day-to-day accounting
- Preparing invoices and following up for pending payments
- Handling all banking related works
- Communicating with clients and vendors through phone calls or email
- Preparing profit and loss statements
- Finalizing accounts, Accounts receivale and Accounts
  payable, assisting in audits, maintaining ledger, maintaining account
  of fixed assets, and conducting all other accounting activities.

### **EDUCATION**

#### **Finance Accounts & Taxation**

2022

Wizkid Educorp

Α

### Msc in Biotechnology

2020

Barkatullah University

В

### **Bsc Honours (Zoology)**

2018

Pacific University

В

Intermediate

2013

Govt. Boys Hr. Sec. School

В

## **STRENGTHS**

Sincere and Co-operative

Strong Communication Skills

Confidence

Socially Adjustable

Very Disciplined and Responsible

Positive Attitude

Quick Learner

**Effective Management Skills** 

Believer in team works



Yuva Martial Arts Association of J&k Inter Dist. Oriential championship 2010 Secu Saundaryam 2107 Department of Life Sciences Ceriticate in Herbal cosmetics



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