

NAWAZUL HODA

House No 145, Street No. 19A,
Vijay Park, Maujpur near Yamuna Vihar
Delhi – 110053, India

Contact No: **8826972916**
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Professional Summary:

Organized Accountant with more than 7 years of experience in managing accurate accounting information, tax return support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. Works well in teams in corporate environments.

Educational Qualifications:

- ❖ **MBA: Business Administration & Global Markets** from Institute of Chartered Financial Analyst of India. (July 2018 – May 2022)
- ❖ **Bachelor of Commerce** from Delhi University - SOL. (July 2013 – Nov 2017)
- ❖ **Diploma in Accounts Training Program** from National Institute of Finance and Accounts. (Apr 2014 – Jan 2015)
- ❖ **Senior Secondary Education** from Takshila Public School. (Apr 2011 – Mar 2013)
- ❖ **Secondary Education** from Victor Public School. (Apr 2002 – Mar 2011)

Work History with Experience:

Senior Accountant at CA Sachin Saxena & Co. - (Oct, 2021 – Oct, 2024)

- ❖ Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements.
- ❖ Preparing and analyzing quarterly, half-yearly and annual reports and accounts for periodical reporting and presenting to directors.
- ❖ Excellence in monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand
- ❖ GST & Annual Income Tax Return Preparation with Monthly & Quarterly Internal Audit.
- ❖ Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
- ❖ Partnering with Companies Finance team on annual audits and realized compliance with governmental tax guidelines.

Accountant at Indian Chamber of Food and Agriculture - (Nov, 2018 – June, 2020)

- ❖ Handling all routine accounting process like Invoicing, Payment & Bank Reconciliation.
- ❖ Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- ❖ GST, TDS & Annual Income Tax Return Preparation with Monthly & Quarterly Internal Audit.
- ❖ Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
- ❖ Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.

Accounts Executive at Triniti Eyewear Impex - (July, 2016 – October, 2018)

- ❖ Handling all routine accounting process including Invoicing, Payment & Receipts and Monthly Bank Reconciliation.
- ❖ VAT/CST, GST, TDS Return Preparation.
- ❖ Briefed senior executives on monthly projections, product launches and other marketing plans.
- ❖ Worked with other departments to deliver solutions according to schedule and per customer requirements.

Technical Knowledge and Skills:

- ❖ Knowledge of computer programs like MS Excel, MS Word.
- ❖ Well versed in Tally ERP 9.0 / Tally Prime and its features.
- ❖ Self-Motivated Professional
- ❖ Administrative Support

Personal Details:

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|------------------|---|---------------------------|
| ❖ Father's Name | : | Mr. Shamshul Hoda |
| ❖ Mother's Name | : | Mrs. Musharraf Jahan |
| ❖ Date of Birth | : | 17 th Aug 1994 |
| ❖ Gender | : | Male |
| ❖ Languages | : | Hindi, English & Urdu |
| ❖ Marital Status | : | Unmarried |

I hereby declare that all the information provided above is true to best of my knowledge.

Place: Delhi

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