Mohammed Abbas Badlawala

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**Profile Summary**

* **ACCOUNTANT** with broad financial accounting experience in commercial sectors.
* Combines high level numerical abilities with well-developed interpersonal and communication skill, able to liaise effectively with colleagues and clients at all levels.
* Result driven and highly self-motivated with a proven track record in delivering quality services, working in performance – focused, deadline-driven financial services environments**.**

**PERSONAL DETAILS:-**

* + **Date of Birth:** 15th November, 1965.
	+ **Address:** 409, Sai Vidya Apartment, Ekta Nagar, Deslepada, Bhopar Road

 Near Shankeshwar Nagar, Dombivli (East), Mumbai- 421201.

* + **Languages:** English, Gujarati, Hindi & Marathi.
	+ **Marital Status:** Married.
	+ **Hobby:** Reading Books & Listening Music.
	+ **Passport no:** T6798309 **Date of Issue:** 17/07/2019. **Date of Exp:** 16/07/2029.

**EDUCATIONAL DETAIL:-**

* **Education: B.Com specializing in Accountancy from Mumbai University in 1991**. **COMPUTER SKILLS :-**

## Financial Package : Tally ERP9, Microway Accounting Software.

* **Microsoft Application : Ms Words & Ms-Excel. (Vlookup, Hlookup, Pivot Table,**

##  Concatenate & Marcos)

* **Office Applications : E-mailing, Ms Outlook. & Internet Surfing.**

## Databases : Fox Pro, Dbase II (Plus).

**WORK EXPERIENCES DETAILS :-**

## Y.S. Moochhala & Co - Accountant - Mumbai (Working) February 01, 2017 (Chartered Accountant Firm).

* Day to Day Entries in Cash & Bank in Tally ERP 9.
* Entering Local & Export Purchase Bills with GST in Tally ERP9.
* Entering Sales Invoices with GST in Tally ERP9.
* Entering Bank & Cash Book & Journal Vouchers Entries in Tally ERP9.
* Handling Petty cash and Debit /Credit Note in Tally ERP9.
* Preparing Bank Reconciliation Statement as per monthly basis in Tally ERP9.
* Scrutinizing Debtors, Creditors & General Ledger’s in Tally ERP9.
* Maintaining Inventories/Stock Ledger – Input /Output in Tally ERP9.
* Maintaining filing papers and bills in record.
* Maintaining TDS Entry in Software Package.
* Preparing Finalization of Accounts and Co-ordinate with Senior Accountant.
* Preparing of Balance Sheet, Profit & Loss Account and various schedules in Excel.
* Emailing & Calling to Customers for Collection of Payment.
* NEFT to suppliers for utility bills on weekly basis.

## Hussain Esmaeil Trading EST - Dubai Accountant December 22, 2016 to January 31, 2017 (Bicycle - Importers & Exporters).

* Day to Day Entries in Cash & Bank in Tally ERP 9.
* Entering Import & Local Purchase Bills in Tally ERP9.
* Preparing Sales Local Invoices in Tally ERP9.
* Preparing TT & issuing cheques for Foreign Supplier.
* Collections of Payment through Parties.
* Preparing Bank, Cash Register & Journal Vouchers Entries.
* Handling Petty cash.
* Preparing Bank Reconciliation Statement as per monthly basis.
* Scrutinizing Debtors, Creditors & General Ledger
* Maintaining filing paper and bills in record.
* Correspondence to Agent of Prices & Tracking shipment when it arrival.
* Preparing Finalization of Accounts, Balance Sheet , Profit & Loss A/c

## Leos Boulangerie, Anjirwadi - Mazgaon. Accountant August 2014 *–* December 2016 (Bakery of Cake, Pastries - Food Industries).

* Day to Day Entries in Cash & Bank in Tally ERP 9.
* Entering Local Purchase Bills in Tally ERP9.
* Preparing & issuing cheques for Supplier Bills on monthly basis.
* Preparing Sales Tax Invoices in Tally ERP9.
* Collections of Payment through Parties.
* Preparing Monthly J1 & J2 Annexure of Sales & Purchase.
* Preparing Monthly TDS Challan.

# Preparing & Issuing Journal Vouchers like Credit & Debit Notes.

* Preparing Bank, Cash Register & Journal Vouchers Entries.
* Handling Petty cash.
* Preparing Bank Reconciliation Statement as per monthly basis.

# Processing of Account Receivable & Account Payable Report.

* Scrutinizing Debtors, Creditors & General Ledger.
* Assisting Chartered Accountant during finalization by preparing various schedules and provisional Profit & Loss Account and Balance Sheet.
* Experience in Vat Tax and Submit Returns online to Excise Department.

## Sizer Metals Pvt Ltd: - Vikhroli, Mumbai. Assistant - Accountant July 2005- June 2014

**(Trading in Import of Ferrous & Non-Ferrous Metal Alloys) (Excise and Non-Excise *–*Billing Department)**

* Preparing Documents like Quotation, Proforma Invoice, Excise Sales Invoices Packing list, bills of exchange.
* Maintaining of Import Excise Purchases & Local Purchase and Debit Note in Tally ERP9.
* Physically Maintaining Inventory “Inward” and “Outward” stock.
* Preparing Excise/Non Excise/Tax Invoices and Credit Notes.
* Following Process of Account Receivable and Accounts Payable Report.
* Follow-up Parties for Payment.
* Handling Petty cash & follow-up “C” forms.
* Day to Day Entries in Cash & Bank in Tally ERP 9.
* Issuing & preparing cheques for utility bills for suppliers on weekly basis.
* Scrutinizing Debtors, Creditors & General Ledger.
* Preparing Monthly Reports like Quantitative & Distributor wise Sales Report.
* Preparing Parties Correspondence Letter of Excise Sales Invoice and delivered to it .
* Experience in Vat Tax and Submit Returns online to Excise Department.

## Savani Roadlines: – Masjid Bunder- Computer Operator cum Account Assistant May 2000- June 2005 Mumbai. (Fleet Owner Business)

* Maintaining Cash & bank Entries in Tally 7.2
* Preparing monthly Bank reconciliation statement.
* Handling Petty cash Expenses.
* Scrutinizing Debtors, Creditors & General Ledger.
* Preparing & Issuing Accounts confirmation statement at the end of financial year to all parties.
* Preparing of Journal Vouchers of Debit & credit Notes.
* Maintaining all personal accounts of company partners.
* Preparing Staff payroll of employees and allocating payroll costs.

## Central Automobiles Pvt. Ltd: - Computer Operator cum Account Assistant Nov 1991 - May 2000 Charni Road, Mumbai. (Wholesaler & Retailer of Various Parts of Automobiles)

* Preparing Sales Invoices of Mumbai & Out of Mumbai, Delivery Notes, Quotation Inquires, through “Visual Fox Pro” Software.
* Maintaining Local & Import Purchase Entries, Store received & issue Vouchers, Material transfer Notes before arranging payments to the suppliers and maintaining inventory control of various materials Inputs

/outputs stock.

* Preparing Maintaining Debit & Credit Note
* Preparing Inventory of suppliers to arrange payments against invoices and using cheques after reconciling statement of account.
* Maintaining Cash and bank entries In Tally 7.2

# Processing of Outstanding Reports of Account Receivable & Account Payable.

* Maintaining Petty cash Expenses Vouchers.
* Scrutinizing Debtors, Creditors & General Ledger.
* Preparing Salary Statement monthly.
* Preparing Staff & Tradesmen Payroll of approximately 60 employees and allocating Payroll costs.
* Maintaining records of advance to new employees, annual benefits, health card unclaimed salaries & wages.