

Resume

MOHAMMAD NAFIS AHMAD

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OBJECTIVE STATEMENT

Eager to secure a significant role in a respected organization. Enthusiastic about contributing to growth, gaining valuable experience, and expanding my skills. Bringing dedication, rapid learning, and a robust work ethic to any entry-level position. Ready to positively influence organizational objectives.

PERSONAL SKILLS

Tech-savvy multitasker proficient in MS Word, Excel, and Tally Prime.

A taxation whiz with a keen eye for GST and VAT intricacies.

Swift typing at 30-35 w/m with pinpoint accuracy.

Multilingual communicator excelling in both written and oral skills.

A problem-solving maestro with an analytical mindset and unwavering personal integrity.

PROFESSIONAL EXPERIENCE

Part-time Accounting Professional (Ongoing since 2017)

- ❖ *Diligently steering part-time accounting responsibilities for diverse small business outlets, leveraging expertise in Tally Prime & ERP 9 software.*
- *Proficiently handle data entry encompassing Cash, Bank, Receipts, Payments, Journal, Sales, Purchases, Debit Note, and Credit Note.*
- *Skillfully generate invoices, manage outstanding reports, and adeptly handle Accounts Receivable and Accounts Payable, ensuring precise reconciliation of BRS.*
- *Execute effective management of bills receivable and bills payable, ensuring transparent tracking and swift resolution.*

- *Apply extensive knowledge of GST and Vat taxation to categorize transactions, calculate GST amounts, and prepare reports for GST return filing.*
- *Maintain meticulous records of stock and inventories, aligning seamlessly with GST taxation and day-to-day accounting transactions, including Petty Cash Book.*
- *Prepare comprehensive financial reports, including profit and loss statements and balance sheets, contributing to informed decision-making processes.*

OTHER WORK EXPERIENCES

- ❖ *Accounts Executive (Data Entry) at M/s Diamond Tea Co. Patna (2 years)*
 - *Handling Purchase, Sales, Expenses, Payments, Cash, Bank, Journal & Petty Cash etc.*
- ❖ *Account Entry Clerk at M/S Patna Hardware (2 years)*
 - *Handling Sales, Purchases, Expenses, Receipts, Payments, Cash etc.*
- ❖ *Sales In charge at M/S Milan Steel Furniture, Patna (almost 2 years)*
 - *Handling Sales, Invoicing, Receiving Order etc.*

ACADEMIC QUALIFICATIONS

- ❖ *MBA from NIBM, Chennai (2008-2010)*
- ❖ *B.Com Honors in Accounts, PU, Patna (2002-2005)*
- ❖ *Passed (10+2) in Commerce, BIEC, Patna (2000-2002)*
- ❖ *Passed 10th from BSEB, Patna (2000)*

COMPUTER SKILLS

Operating & Android Systems: Windows 11/10 and Android

MS Office Suite: Excel, Word, Outlook, PPP.

G-Suite: Calendar, Docs, Spreadsheets, Forms, Slides, Drive.

Internet and Emailing: Gmail, Chrome, Firefox others.

Accounting Software: Tally ERP.

Meeting Applications: Team Viewer, Google Meet, Zoom, Skype etc.

LANGUAGE SKILLS

English (Fluent)

Urdu (Native)

Hindi [Fluent]

Arabic [Beginner]

OTHER VOCATIONAL TRAININGS

❖ *Web World Computer Institute from*

Diploma in Computer Application

❖ *STP Computer Education from*

Diploma in Tally Prime

❖ *Amity University from*

Customer Relationship Management.

PERSONAL PARTICULARS

Name *Mohammad Nafis Ahmad*

Date of Birth *1st Jan 1986*

Gender *Male*

Citizenship *India*

Salary Expected *Negotiable*

Availability *Immediately*

Passport No *X9472747 Valid up to 2033*

Visa Info *Sponsorship required*

DECLARATION:

I hereby affirm that the information provided above is accurate and true to the best of my knowledge and beliefs

Mohammad Nafis Ahmad