

RESUME

Shabana Perveen

ACCOUNTANT

MOB NO-9582064842

E-Mail: parmilabharti92@gmail.com

TOTAL EXPERIENCE 8 + YEARS IN INDIA

OBJECTIVE

Seeking a challenging and growth Oriented carrier in the field of Taxation Of Accounts where i can utilize my skills and knowledge with the opportunity for professional growth and excel by contributing towards the achivement of organizational goal with highest quality standard.

QUALIFICATION

- 10th Passed from J.A.C. Board.
- 12th Passed from J.A.C. Board.
- B.Com from MATHURA(UP).

CAREER SUMMARY

Being working in as a Head Accountant to maintain book keeping and all account. Effectively analyzes financial data, recommends tools, systems, and accounting measures that drive profitable performance, limits costs, and significantly improves overall profit margins and cash flow. Excellent cross- functional management skills including working across multiple departments

INDIA EXPERIENCE- 08 + YEARS

COMPANY : YACCA FOOD PVT LTD COMPANY

SITE : KHANDSA MANDI SEC-10 GURGAON

DESIGNATION : ACCOUNT STAFF

PERIOD : 18 DEC 2012 TO 10 APR 2015

COMPANY : RAJAN KUMAR RITESH KUMAR

SITE : JACOMPURA GURGAON

DESIGNATION : ACCOUNTS EXECUTIVE

PERIOD : 20 APR 2015 TO 31 MAY 2018

COMPANY : CHARTED ACCOUNTANT MADAN LAL SHARMA (TAXATION CONSULTANT)

SITE : JACOMPURA GURGAON

DESIGNATION : HEAD ACCOUNTANT

PERIOD : 6 JUN 2018 TO 12 DEC 2023

DUTIES INVOLVED

- Knowledge of Tally ERP, Bank Reconciliation, TDS & GST.
- Good understanding of Trial Balance and Balance sheet .
- Good Knowledge of Word and Excel.
- Maintaining statutory liabilities and Journal Entries
- Good Knowledge in entries of Purchase Bills, Sales Bills, Bank Entries (debit & credit).
- well versed with Tally software.
- Maintaining the files & all types of document.
- Book keeping and inventory management.
- Verbal, written, & communication skills.

COMPUTER KNOWLEDGE

Working knowledge window vista, (Ms- Word, Ms- Excel Ms -Power Point) working knowledge of Auto cad and Internet Operating

PERSONAL PROFILE

Name : Shabana perveen

Father's name : Md ibrar Shah

Date of Birth : 12-01-1992
Marital Status : Marrie
Gender : Female
Nationality : Indian
Language Known : Hindi, English,Urdu

PASSPORT DETAILS

Passport No : T9044976
Date Of Issue : 16/09/2019
Date of Expiry : 15/09/2029
Place Of issue : DELHI

The information furnished above is true to best of my knowledge.

PERMANENT ADDRESS

PRESENT ADDRESS

SHABANA PERVEEN

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VILL- NEW BISHUNPUR

VILL- JACOMPURA

POST-B-POLYTECHNIC

POST-SADAR BAZAR

DIST- DHANBAD

DIST- GURGAON

STATE-JHARKHAND

STATE- HARYANA

PIN-828130

PIN-122001

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