

# 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

- 10<sup>th</sup> Passed from J.A.C. Board.
- 12<sup>th</sup> 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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