

ASIF AHMED

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Visa Status : [Visit Visa](#)

Current Address : Bur Dubai, DUBAI

Permanent Address : Madina Colony Gulbarga, Karnataka INDIA



WORK EXPERIENCE DETAILS (6+ Years) :

Company :- HYUNDAI AUTOMOTIVE LLP

@Shah Hyundai as an Accountant

From Jan 2019 to Oct 2023

- Completed Daily Cash function like account tracking payroll and wage allocation
- Cash and Bank Reconciliation
- Documented Cash, Credit, Fixed Assets, Accrued Expenses, and line of Credit transaction
- Reviewed General Ledger Entries and assessed Accuracy
- Reconciled Accounts and review Expenses data, net worth and assets
- Monitored status of accounts Receivable and Payable to Facilitated Prompt Processing
- Accounts Payable and Receivable
- Consulting Credit Limit and Credit Term for Clients with Management
- A/R Aging Review and Timely Collection of Receivables
- Accounts Payable Management (Verification & Posting of A/P Invoices)
- Preparation & Posting of Payment Vouchers
- Negotiating Credit Limit, Credit Terms and Purchase
- Preparation of Payroll and Salary Processing

- Managing PDC Cheques Paid & Received
- Monthly Stock Verification for Service Materials
- Verification of Monthly Sales Performance Report
- Journals Entries
- Preparation of Monthly GST
- Filing GST R1 & GST R3 on Monthly Basis
- Reviewing and Posting All Petty Cash Bills Submitted by Petty Cash Custodian
- Reconciliation of Debtors & Creditors
- Stock Reconciliation
- Vendor Bills Checking and Process for Cheques and NEFT
- Preparation of year ending Schedules and Accounts for Audit.
- Annual Audit Co-ordination.
- P & L A/c
- Document Control/Records Keeping

Company :- Lumbini's Grand Hotel

As an Accountant Cum Cashier

From 5th July 2016 to 15th Aug 2018

- Manage Transactions with Customers Using Cash Registers
- Issue Receipts, Refunds, Change or Tickets
- Collect Payments Whether in Cash or Credit
- Redeem Coupons
- Maintain Petty Cash Book
- Handling Cash
- Track Transactions on Balance Sheets and Report any Discrepancies
- Stock Reconciliation
- Maintain Cash Book and Cash Report send to Authorities
- Identifying and Correcting File and System Errors
- Maintain All Account Books and Vouchers
- Performing Backup Procedures to Reduce the Risk of Data Loss.

OBJECTIVE :

To pursue a dynamic and challenging career with an organization of repute, and integrating my own goals with the organization's, so as to become a catalyst in each other's growth. During my tenure I will assume responsibilities and meet deadlines effectively.

ACADEMIC QUALIFICATION :

10th passed from Karnataka Secondary Education Examination board.

12th passed from Department of Pre-University Education board.

B.com Passed from Gulbarga University.

COMPUTER QUALIFICATION & SKILLS :

Micro Soft office
Tally ERP – 9, Tally Prime
TM Bill (Software)
Internet Browsing.

PASSPORT DETAILS :

Passport Number	:	R7156257
Date of Issue	:	03/01/2018
Date of Expiry	:	02/01/2028
Place of Issue	:	BENGALURU

PERSONAL PROFILE :

Father Name	:	Abdul Nabi
Date of Birth	:	15-06-1996
Gender	:	Male
Marital Status	:	Unmarried
Languages	:	Hindi, English Urdu
Nationality	:	Indian
Permanent Address	:	Madina Colony Gulbarga, Karnataka INDIA
Present Address	:	Bur Dubai, DUBAI

Declaration:-I am hereby declare that the above mentioned data is correct to the best of my knowledge and I bear the response for correctness of above mentioned particulars.

Date :-

Place :-

Asif Ahmed