

+91-8076756328

ATHAR RAZA

PROFILE

Seeking a challenging career position where I can expertise in the field of Accounts and Finance achieving Company's goal.

ACTIVITIES AND INTERESTS

- Travelling
- Newspapers
- Music
- Cricket
- Great food

KEY SKILLS

- Taxation
- Tally
- Excels
- Friendly, courteous, & service oriented
- Poised under pressure
- Diploma in Computer Applications
- Vlookup

WORK EXPERIENCE

Account Executive

Bhavesh Exports
2022 to Present

- Preparing GSTR1, GSTR3B and Reconciling 2A
- Reconcile Account Receivable and Accounts Payable including ageing analysis. Manage vendor & customer issues
- Responsible for preparation and submission of TDS returns.
- Bank Reconciliation
- Payment making vendors
- Petty Cash Management
- Debtors Ageing
- Preparing Monthly stock statement
- Sale and Purchase Entry
- E-way Bills generation
- Making E Invoice
- Making Debit Note & Credit Note
- Bank Payment Transfer
- Shorting payment schedule
- Responsible for Day-to-Day general account activities, book keepings
- Daily delivery challan, Making PO

Personal Details

Date of Birth: 14th Feb,1997

Father's Name: Late.

Zamsad Alam

Address: Chotpur Colony,Sec-63, Noida, Uttar Pradesh

Email:

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