***Saleem Ahmad***

*E-Mail Id:- saleemsaifi.genesis@gmail.com*

*Mobile No.: -9756471878*

*Address:* E12/90C, Hauz Rani, **Malvinagar Delhi-110017**



***Objective***



*To work in a dynamic environment that provides me a wide spectrum of experience and exposure and to bring a dynamic and versatile portfolio of skills at work place and to serve organization with positive attitude and efficiency.*



***Work Profile Summary***



***Presently associated with National Capital Region Transport Corporation Limited (Public Sector Undertaking) since January 2019 as Sr. Accountant for dealing with Outsourced Assignment of Accounting and taxation, deputed by UCC Associates & LLP (Chartered Accountants) on client place Green Park New Delhi,***

***Formerly associated with Rail Vikas Nigam Limited (Public Sector Undertaking) since September 2012 to December 2018 as Sr. Accountant for dealing with Outsourced Assignment of Accounting and taxation, deputed by UCC Associates & LLP (Chartered Accountants) on client place Bhikaji Cama Place New Delhi,***

***Formerly associated with Dedicated Freight Corridor Corporation of India Limited (Public Sector Undertaking) since 1st Oct 2019 to till date as Accountant for dealing with Outsourced Assignment of Accounting and taxation, deputed by UCC Associates & LLP (Chartered Accountants) on client place Pragati Maidan New Delhi,***

***Key Responsibility Areas***



* *9+ years of experience in the areas of Accounts & Taxation as well as MIS Reporting.*
* *Prepare return statements & filing of returns under various Tax Acts (Direct Taxation, GST Act)*
* *Prepare 80IA Balance Sheet of Projects under Income Tax Act.*
* *Assist in Computation of Company’s Turnover & Cost sheet.*
* *Prepare Fixed Assets Register, computation of Closing Values of Assets, Deletion & Addition of Assets, & Calculate yearly Depreciation.*
* *Maintain Closing of Accounts Details.*
* *Maintain Non salary TDS details & Timely Deposit of tax.*
* *Prepare GST Input, output & GST TDS Details, Filling GSTR-1, GSTR-7 & GSTR3B return.*
* *Accounting of all payments and receipts liabilities and assets using standard accounting package (Tally)*
* *Reconciliation from SAP & TALLY as parallel Accounting Software running in company*
* *Bank Reconciliation & payment Scrutiny.*
* *Assist & Preparation in Annually & Quarterly Balance Sheet working to prepare Annexure & linking.*
* *To assist in Carrying out all functions required for completing company’s Internal and statutory*

*Audit by providing all the necessary and satisfactory explanations about the accounting transactions*

**QUALIFICATION:**

* **B. Com** (Bachelor of Commerce) from Kumoun University Nainital (Uttarakhand) India-2010.
* **M.Com** (Master of Commerce) from Kumoun University Nainital (Uttarakhand) India-2013.
* **MBA in Finance** from Allahabad Agricultural Institute- Deemed University-2017.

**1**

* **Company Name: UCC Associates & LLP-** Ansul tower Nehru Place -**Delhi.**

**Client Name- National Capital Region Transport Corporation Ltd (Rapid Metro)-Delhi.**

* **Duration:** 1st Oct-2019 to till date.
* **Designation: Sr. Accountant**

**2.**

* **Company Name: UCC Associates & LLP-** Ansul tower Nehru Place -**Delhi.**

**Client Name- Rail Vikas Nigam Ltd-Delhi**

* **Duration:** 16-July-2018 to 30th Sep-2019.
* **Designation: Accountant Executive**
* **Direct Tax**
* TDS Reconciliation as per 26AS with Books
* Form-16, Tax Computation, Perquisite, Return Filing and Perk Tax Workings.
* Working on TDS Return 24Q, Form -16, Form-16A, (Form No–27A & 26Q).
* 10 CCB Form Working and Filing with Statutory Auditor
* Data Preparation and Compliance of 3-CB Tax Audit Data.
* **Indirect Taxation**
* Working on GST Return-GSTR-1, GSTR-2A & GSTR-3B
* Working on GSTR Return-9, Annual Return Filling
* E-Way bill, invoice wise single and combined all invoice.
* **Accounting & MIS Report**
* Balance sheet working; Notes to Accounts and Final Statements Preparation Workings
* Bank Reconciliation, Child account for PIU
* Maintain and manage accounts payable and accounts receivable records
* Assets creation, rectification entries in SAP.
* Branch Accounting and Scrutiny for Prior Period Entries and Cut off Procedures.
* FAR Maintenance and WDV Calculation
* **About the Company: -**

*Presently associated with* ***Rail Vikas Nigam Limited*** *(Public Sector Undertaking) since March 2015 as Accounts Executive team member for dealing with Outsourced Assignment of Accounting and taxation, deputed by* ***UCC & Associates LLP*** *(Chartered Accountants) on client place Bhikaji Cama Place New Delhi.*

**3.**

* **Company Name: Bakers Circle India Pvt. Ltd.** Mahuakhera Ganj, **Kashipur (Uttarakhand) India.**
* **Duration:** 25 July-2013 – 14 July-2018 **(4.11 month 20 Days).**
* **Designation: Assistant Accounts**
* Bank Reconciliation.
* Maintain and manage accounts payable and accounts receivable records.
* Verify customer balances and rectify discrepancies in accounts receivables books.
* Verify bank deposits and bank payments and reconcile with bank records and statements.
* Write, maintain and manage records of day-to-day transactions.
* Maintain and manage A/P & A/R Invoices & Other Financial Entries in SAP.
* Verify vender bills and advice or make vendor payments.
* Maintain and manage daily office expenditure.
* Preparation of Sale Invoice with Transit Declaration Form.
* Valuation of raw materials, work in progress and consumption of stocks on monthly basis.
* Bom Verification & Item master update in SAP.
* Inventory Posting in Sap.
* Daily Production Booking in SAP.
* Daily reconciliation of inventory in warehouse.
* Daily Barcode generate according to production plan.
* Daily made production report according to batch produced of finished goods
* **Purchasing –A/P**
* Purchase Order
* A/P Invoice (Account Payable)
* **Sales – A/R**
* A/R Invoice (Account Receivable)
* Payment Order
* **Production**
* Production Order
* Issue for Production
* Receive for Production
* Inventory Transfer to Warehouse
* **Cash** -: **Working of all company Cash**.
* Cash sheet
* Cash Report of C.F.O.
* Cash Vouchering Daily Basic.
* Cash Sheet maintain & Register Update.
* Cash Audit monthly & yearly
* Report by Mail Weekly & Monthly

**About the Company: -**

Bakers Circle India Pvt. Ltd. is **Manufacturing Industry of frozen foods**. Bakers Circle is the market leader in India in the commercial Production of semi processed bakery and confectionary products. The plant is also HACCP and ISO: 22k certified Company. Bakers Circle is also an associate member of the **Snack Food Association** (S.F.A) of America.

**4.**

* **Company Name: Mirza International ltd (Red Tape)**. Mahuakhera Ganj **Kashipur (Uttarakhand) India.**
* **Duration:** May-2010 to 24-July-2013 (**3 Years ,2 Month and 23 Days**)
* **Designation: Accountant**

**Nature of Job:**

* Excise (Completion of all sales Invoices)
* Sale tax return.
* Audit-Raw material Store Finished Goods & WIP.
* Getting all the bills from Parties.
* Computer feeding of Invoices, Bills, cash, Bank Voucher, Debit/Credit Stock Transfer Notes etc.
* TDS & Income Tax
* Forms: - form sixteen form “C” & ’38’ & OC Ticket form Road permit.
* Forms: - Eleven issue & Sale tax received.
* Form 16 Passed at sale tax.
* Balance confirmation, Insurance etc.
* Bank Reconciliations.
* Working on Sale (Center & Local)
* Working on TDS Return (Form No. – 27A & 26Q)

**About the Company: -**

**The Mirza Group** of companies consisting five units in India producing shoes **(RED TAPE)** & other accessories Materials **Mirza Group** is one of the leading **Quality shoes producing** not only in India but in foreign.

**Personal Information:**

Father’s Name : Mr. Sabir Husain

Date of Birth : 14/06/1986

Marital Status : unmarried

Nationality : Indian

Religion : Islam

Languages Known : Hindi, English

Current Address : E12/90C, Hauz Rani, **Malvinagar Delhi-110017**

Permanent Address : H. No-79, Ramuwala Gunesh Post Thakurdwara Distt-Moradabad (U.P.)

***Interest and Activities****: Playing cricket, Surfing Internet, appreciate music, and Reading books.*

### I declare that all the information given above is true to the best of my knowledge.