

# ***CURRICULUM VITAE***

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## **MOHAMMAD SHOAIB**

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### **Objective:**

To seek for a challenging and rewarding position in the field of Accounting responsibilities that is satisfying and career promising that requires high job competence.

### **KEY RESULT AREAS**

#### **Key Skills**

- ❖ Streamline office operations applying managerial solutions when appropriate.
- ❖ Deeper understanding of managerial approach while interacting with senior and junior level officials.
- ❖ Management activities including handling clients' enquiries and ensuring timely resource procurement and office administration.
- ❖ Experience in managing departmental co-ordination for getting the assignments done within scheduled time.
- ❖ Excellent relationship management & communication skills.

### **PROFESSIONAL EXPERIENCE**

#### **Rustum Foods Pvt. Ltd.**

#### **4 Year India (U.P Unnao)**

##### **COMPANY PROFILE:**

M/S "Rustum Foods Pvt Ltd." Is an integrated brand new modern abattoir cum meat processing complex Exporter located at Unnao, U.P. INDIA. Equipped with latest innovation and international standard facilities to process hygienic and quality Fresh Frozen Boneless Buffalo Meat.

- ❖ Handle Daily Purchase & Maintain Purchase Book Creditors.
- ❖ To maintain **Day book, Cash book, Vouchers, Tax Invoices, BRS, Inventory book, Forms (Sale tax, CST)**
- ❖ To perform all the responsibilities regarding academics.
- ❖ To coordinate with administration.
- ❖ Debtors & Creditors Control.
- ❖ Reconciliation of Bank Statement
- ❖ Reconciliation of Debtors.
- ❖ Reconciliation of Suppliers.
- ❖ Reconciliation of Stock Accounts
- ❖ Calculating employees tax based declarations/proofs & processing monthly payroll

- ❖ Calculation of advance tax payment. Preparation of statement showing computation of income and tax liability thereon based on estimated profits given by the Company.
- ❖ Deposit of VAT and service tax with authorized banks on monthly basis
- ❖ Preparation and Verification of VAT and service tax returns with Tax authorities

**AL MANN NATIONAL (FMCG)**

**3 YEAR MUSCAT, THE SULTANATE OF OMAN**

- ❖ Handle Daily Purchase & Maintain Purchase Book Creditors
- ❖ To maintain **Day book, Cash book, Vouchers, Inventory Book, Forms, Sales & Purchase.**
- ❖ Reconciliation of Bank Statement.
- ❖ Reconciliation of Debtors.
- ❖ To prepare employees salary and benefit into salary scale in Tally ERP 9. Outlets.
- ❖ Collection of invoices and receipt orders.
- ❖ Collection of purchase sale invoices.
- ❖ Preparation of Trial Balance/Balance sheet and final accounts.
- ❖ Dealing with auditors both internal and external with all issues related to payrolls and Human Resources.

**ITC. LIMITED (FMCG)**

**2 YEAR**

**“ITC LIMITED”** Established in 1910, ITC Limited is a **diversified conglomerate** with businesses spanning Fast Moving Consumer Goods comprising Foods, Personal Care, Cigarettes and Cigars, Branded Apparel, Education & Stationery Products, Incense Sticks and Safety Matches; Hotels, Paperboards and Packaging, Agri Business and Information.

- ❖ Data Entry of Voucher.
- ❖ Preparation of voucher Payment Advice.
- ❖ Preparation and Verification of **GST** and **TDS** Return with Tax Authorities.
- ❖ Requirement Complete Accounting day to day.
- ❖ Checking of Day Books.
- ❖ Checking of Sales Invoices & Purchase Invoices.
- ❖ Debtors & Creditor Control.
- ❖ Reconciliation of Bank Statement.
- ❖ Reconciliation of Debtors.
- ❖ Reconciliation of Stock Accounts.
- ❖ Controlling respective Books (**Cash, Bank, Journal, Purchase** etc.)
- ❖ Finalization of Accounts- Trail Balance, Profit & Loss and Balance Sheet.

• **ACADEMIC CREDENTIALS**

- ❖ Bachelor of Law Form Baba Saheb BhimRao Ambedkar Law College Lucknow 2015.
- ❖ Post Graduate M.com from C.S.J.M University, Kanpur 2012.
- ❖ Graduate B.com from C.S.J.M University, Kanpur in 2009.
- ❖ Intermediate from U.P. Board, Allahabad in 2006.
- ❖ High School from U.P. Board, Allahabad in 2004.

• **ACHIEVEMENTS**

- ❖ Having Basic Knowledge of Internet & Computers Application.
- ❖ Diploma in Software Application and Design from (D.S.A.D)
- ❖ Diploma in Computer Application (D.C.A.)
- ❖ Diploma in Tally Version ERP.9.
- ❖ Diploma in six months English Typewriting.

• **PERSONAL PROFILE**

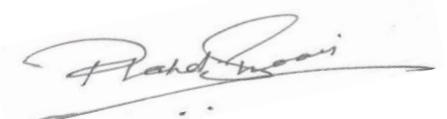
- ❖ **Marital Status:** Married
- ❖ **Father** : Mohammad Yusuf
- ❖ **Date of Birth** : 24/12/1987
- ❖ **Nationality** : Indian
- ❖ **Gender** : Male
- ❖ **Languages known:** English, Hindi & Urdu
- ❖ **Hobbies:** Travelling, Playing Football, Listing Islamic Lectures.

**DECLARATION:-**

I hereby, certify that the above information is true and correct to the best of my knowledge.

Date :- 31/10/2021

Place :- RAEBARELI



**(MOHD SHOAIB)**