

# Md Imran Alam

## Contact Information:

### Present Address:

Ashiyani sahi ki Imli Near Jnati  
Masjid Patna city 80008

### Permanent Address:

7IJ Railway Qtrs. Bamangahia  
Howrah Pin code-711106

### E-Mail:

[9imran3@gmail.com](mailto:9imran3@gmail.com)

### Mobile No (Permanent):

8013861817

### Personal Data:

**Date of Birth :** 08-04-1991

**Sex :** Male

**Father's Name:** Md Zafir Uddin

**Married status :** Married

**Nationality :** Indian

**Languages Known :**

Hindi, English, urdu .

# CURRICULUM – VITAE

## Career Objective

To work in a creative environment with challenging assignments. Take a learning experience Which will help to gain experience and knowledge of the backend processes. As a continuous Development to face challenge and resolving them. That would help me to build a promising and successful career

## Work experience:

1. As a **Asst Manager in Green Agrevolution Pvt.ltd.** from 20<sup>th</sup> May 2020 to till date Work Responsibilities: Payment, Receipt contra Bank reconciliation. Gst payment Gst 3b returns R1 uploaded portal tds payment tds working sheet, overhead employee reimbursement, debtors' reconciliation, monthly ageing report ma salary entry, pf payment, esi payment, fund transfer gst 2a reconciliation Vender Payment online Security deposit from DeHaat center reconciliation Maintaining Accounts in Tally ERP9 Doing Purchase and Sale entry, Payment and Receipt entry, Monthly preparation Of BRS and Balance Sheet. Settlement of edc machine reconciliation, Cash reconciliation of fino bank cash portal Prepard of Fixed Assets register overhead booking Every month giving outstanding reports of Debtors and Creditors, Monthly tds Payment Monthly P.F & ESI Payment Monthly Gst Payments Monthly salary Payment of Staff Purchase Register and Sale Register to the Management. Making Cheque Papare of TDS Return data & Tds filing Reconciliation of 26AS TDS. **Financial Analysis** → **P2P** → **R2R** → **General Ledger Reconciliation** → **Process Reviews** → **Book Keeping** → **Sales/Purchase Accounting** → **Commercial Operations** → **Financial Management** → **Taxation** → **Stock Management** → **Audit** → **Statutory Compliances** → **Internal Control** → **Audit Planning** → **Reporting** → **Liaison/Coordination**

2 As a **Sr Accountant in Crestia Polytech Pvt Ltd(Topline Industries Pvt Ltd)** (Manufacturing Unit Water Storage Tank& PVC Pipe) (From 2<sup>nd</sup> Sept 2017 to to 20<sup>th</sup> May2020 Production Report Daily Stock Reconciliation sales invoice, purchase Payment Receipt contra Brs, Eway bill, Gst 3B Return Report monthly, Gst R1 26as TDS Entry, Salary Entry, Rent Payment Expenses Entry Stock Statement Monthly Debtor Reconciliation Month wise (Software Busy)

3. **AS A Accountant Executive In Patliputra Groups of Hotel (Ptaliputra Exotica & Nirvana). (From 15th sept 2016 to 30 Aug-2017)** work vat , service tax, Mis report ,EDC Machine swipe report , vat return ,service tax return ,purchase sale payment receipt journal contra, monthly sales report .Bank Reconciliation Statement. Month wise creditor reconciliation. (software IDS) FP REPORT GST.Monthly stock Statement, Salary entry, Night audit report, sales report, daily basic 3bGst return Monthly. Gst R 1 monthly BTC Reconciliation Party Collecting the bills from all outlets. Segregating the cash, cheque and invoices according to the Sales report recorded in system.

Auditing of cash and Revenue generated in system on weekly interval. Cross check the bills and discount given to guests. Checking all taxes captured or not in the Manual bills OTA Reconciliation portal Make MY TRIP GOIBIBO YATA .COM

4 AS a **Accountant in Silicon system ERP Business consulting. Pvt.Ltd(Behalf of Global craft lather craft Industries** manufacturing vat TDS Service tax Payroll maintains of Books of account Payment & Receipt entries production entries (From 8<sup>th</sup> July2014 to 15<sup>th</sup> Sept2016

## Documentation

- Prepare P&L and Balance Sheet & Cost Sheet.
- Control Cash In site Office& checking Daily Cash Vouchers.
- Check Purchase Order & Purchase ledger.
- Check and verify all types of accounting transaction, Purchase bills.
- Check Labor and Contractors bills & hired Machinery bills and deduction of TDS.
- Prepare Debtors and creditors Reconciliations.
- Prepare Bank Reconciliation Statement & Stock Statement month wise.
- Prepare Sales & Service Tax Statement & documentation for Return Purposes to claim Input & Output.
- Prepare Salary Sheet.
- Prepare Periodical Reports and Co-ordination with Internal Auditor.
- Liaison with banks, vendors and third party.
- Prepare TDS Reports for filling purpose.
- Prepare GST Reports for filling GSTR3B
- TDS Gst ESI PF Payment monthly
- Customer payment processing & Internal fund transfer
- Submitting MIS report to the management twice in every month
- Monthly Interest working & 26as Reconciliation quarterly

## Achievement

- Having good knowledge of Accounts & Taxations.
- Having good knowledge of Finance & Management.
- Having good knowledge of MS Office, Reporting & Internet working.
- Successful Works in Manual & computerize Accounting System.
- Successful upgrading of Single-Entry System (A/C) in Double Entry System (A/C) with Tally.ERP 9.
- Successful Prepare Any Reconciliation Statement.
- Successful complete the works timely.
- Successfully handled the Subordinate & Lead without any problem.

## Academic Record

**Complete CIA (Certified Industrial Accountant) course from ICA (DALHOUSE) . (Course: Business Computer Application, Business accounting, Tally, ERP 9 ....PF/ESI, Business Communication, Taxation, Central Excise Service Tax, VAT, TDS Accounts Reconciliation and Finalizations, Direct tax, Payroll....).**

- M.B.A(P.G.) (Accounts & Finance Hons.) from Suresh Gyanvihar University, Rajasthan Passing Year-2023.
- B. Com (Accounts Hons.) from. Magadh University, PassinhYear-2013
- Higher Secondary (10+2) (Accounts Hons.) from B.I.E.C. Patna. Passing Year-2010.
- MATRICULATION (10<sup>th</sup>) from B.S.E.B. Patna. Passing Year-2008.

## Business Software Knowledge

- M-S Office 2007
- Tally ERP. 9, BusyIDS & SAP Han Software
- Hlookup VLOOKUP & Pivot table Power point Advance excel

## **Achievements**

- Received best process award from Green Agrevolution Pvt Ltd. Bravo award
- Independently handled of seventy bank & vendor payment processing Company.

## **Declaration**

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false or incorrect, my candidature is liable to be rejected.

**Date : 18/08/2022**

**Md Imran Alam**

**Place : Patna**

**Passport No-W3633861**

**Date of Issue-06/09/2022**

