

## AMAED AHMED

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## Curriculum Vitae

### Profile summary

- 9 years of experience in Financial Accounting, Planning & Reporting.
- Accounting principles reviewing, investigating and correcting errors & inconsistencies in financial entries & documents that leads to transparency in reporting to internal & external auditors
- Ensuring all compliances with applicable policies, contracts and regulations
- Reviewing income & expenses statement, cash flow statements and verifying the accounting effects to the balance sheet.
- Verifying all the accounting entries passed and sharing the same with the audit departments & coordinate the auditors to satisfy their queries within agreed time.
- Handling all the areas covered related to accounting software.

### Employment Details

Company	Company type	Position	Period	Country	Experience
<b>Mentor Management WLL</b>	Accounting Firm	Senior Accountant	19 <sup>th</sup> Dec, 2020 Till working	Kingdom of Bahrain	+1 years
<b>Classic Creation</b>	Export Firm	Senior Accountant	29 <sup>th</sup> April, 2019 to 12 <sup>th</sup> Dec, 2020	Kolkata, India	1 year 7 months
<b>SKD Groups of Co.</b>	Construction	Accountant	25 <sup>th</sup> Feb, 2017 to 21 <sup>st</sup> Mar, 2019	Kingdom of Bahrain	2 years 1 month
<b>D.S. Ahmed &amp; Associates</b>	Chartered Accountants Firm	Accountant	1 <sup>st</sup> Oct, 2014 to 20 <sup>th</sup> Feb 2016	Kolkata, India	2 years 5 months
<b>Azad Auto Sales</b>	Automobiles Parts Trader	Accounts Executive	4 <sup>th</sup> Jun, 2012 to 30 <sup>th</sup> Sept, 2014	Kolkata, India	2 years 4 months

## **Areas of expertise**

- Planning and executing monthly/quarterly/annual closure schedules: providing monthly reports and administering the closing process
- Preparing and presenting daily and monthly management reports on cost & revenue analysis, inventory analysis
- Maintaining Fixed Assets: streamlining reports & entries, undertaking physical verification of assets and ensuring all assets are ensured at the fair & correct value
- Conducting operational, financial, process and systems audit designed to review & appraise the organization activities, systems and controls

## **Accountable for:**

- » Maintaining Financial Accounting related activities such as Trial Balance, Ledger etc.
- » Calculation and preparation of VAT Return
- » Ensuring the credit control assigned to each customers including (credit application forms, credit limit/days etc.)
- » Verification of Sales invoices from Delivery notes, Purchase order and other such related documents
- » Maintenance of Cash book & Bank book
- » Preparation of Bank Reconciliation Statement monthly wise & Cash Reconciliation Statement.
- » Preparation of Ageing analysis of Account Receivable & follow up on daily basis
- » Reconciliation of Account Receivables & Accounts Payables
- » Daily wise reporting to finance controller regarding receivables status
- » Matching of supplier invoices from material dispatch details from site
- » Maintaining & Preparing Fixed assets register along with schedule on yearly basis & calculate depreciation according to rate prescribed.

- » Preparation of audit reports such as Bank balance confirmation, Receivables balance and providing to external auditors.
- » All the accounting entries being passed in accordance with Accounting Standards
- » To prepare and check the Petty cash book on daily basis
- » Responsible for providing true and fair data to management through MIS Reporting.

### **Educational Qualification**

<b><i>Qualification</i></b>	<b><i>School/College</i></b>	<b><i>Board/University</i></b>	<b><i>Year of Passing</i></b>
B. Com (Hons)	B. E. College	University of Calcutta	2012
Higher Secondary	S.V.S. Vidyalaya	WBCHSE	2009
Madhyamik	S.V.S. Vidyalaya	WBBSE	2006

### **Computer Proficiency**

- Operating system : -MS Windows
- Office suit : -MS Word, MS Excel & MS Power point, Gmail, Outlook mail.
- Accounting Software : -Tally ERP9 & Focus Accounting Software
- Familiar with internet operations like Gmail, Outlook Mail, Yahoo Mail etc.

### **Personal Information**

- Date of Birth : 19th August 1990
- Gender : Male
- Marital Status : Single
- Language Known : English, Hindi & Bengali
- Nationality : Indian

### **Passport Details**

- Passport No. : M0683702
- Date of issue : 12/08/2014
- Place of issue : Kolkata

### **Declaration**

I hereby declare and confirm that the details given by me is true and correct to the best of my knowledge.

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**(Amaed Ahmed)**