

AMAED AHMED

Contact No.: +973 3889 3554 / 3602 2682

Email : amaedahmed1@gmail.com

Address: 24 Beniapukur Lane, Kolkata 700014. India.



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

<i>Qualification</i>	<i>School/College</i>	<i>Board/University</i>	<i>Year of Passing</i>
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.

(Amaed Ahmed)