

CURRICULUM VITAE

MD IRSHAD

Flat No:-13, Building No:-1005

Road No:-23, Block:- 0323

Gudaibiya, Manama, Kingdom of Bahrain

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CARRIER OBJECTIVES

To Obtain an Accounting position where I will be able to contribute my skills, Knowledge and Experience to a company that will give me an opportunity to develop my carrier. To work as an Accountant with retail and hospitality industry where strong ability to work with tally prime as well as five year of experience performing accounting duties will be put to maximum use. An Accountant is responsible for providing support to the accounting manager / director with regards to all accounting procedures in a company.

EDUCATION

ACCA PURSUING.

(Association of Chartered Certified Accountants)

Bachelor of Commerce (A/c & Fin)

- *Lalit Narayan Mithila University*
- *Year of Completion: - 2015*
- *Total Percentage of Marks: -66.87%*

Higher Secondary School

- *C. M. College (Darbhanga)*
- *Year of Completion: - 2012*
- *Total Percentage of Marks: - 63.80 %*

Senior Secondary School

- *Basudeo Mishra High School*
- *Year of Completion: - 2010*
- *Total Percentage of Marks: - 68.00 %*

PERSONAL QUALITIES

- *Excellent Communication Skills*
- *Trustworthy*
- *Loyal towards work and duties*
- *Smart Working Ability*

WORK EXPERIENCE

ACCOUNTANT

PC SHOP W.L.L

From January 2020 onwards

- Reconciliation of Account Payable and Accounts Receivable
- Maintain All Accounting activities.
- Prepare Bank Reconciliation Statement
- Prepare Salary Sheet and Settlement.
- Doing Account Finalization.
- Prepare and Return filing of VAT.
- Prepare Income Statement and Balance Sheet.
- Prepare MIS Report related to company.
- Assist to auditor during the audit finalization.

ACCOUNTANT (GENERAL)

AL Dahiya Restaurant (First Class Restaurant)

From Jan-2019 to Dec-2019

- Posting all accounting entries (Like Contra and Provision)
- Making L.P.O for the Supplier.
- Reconciliation of Accounts payable/Accounts Receivable
- Prepare Bank Reconciliation Statement
- Prepare cheque for the Creditor and make all the office payment like: - Stationary, Telephone, Etc.
- Maintain Payroll

TECHNICAL SKILLS

- *Advance Excel Ability*
 - *Payroll Management*
 - *Accounts Payable/Receivable*
 - *Team Work*
 - *Tally Expert.*
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LANGUAGE

ENGLISH (Professional)

HINDI (Native)

PASSPORT DETAILS

PASSPORT NO : N9296603
DATE OF ISSUE : 06/04/2016
DATE OF EXPIRY : 05/04/2026
PLACE OF ISSUE : PATNA
VISA STATUS : COPMANY SPONERSHIP

PERSONAL DETAILS

DATE OF BIRTH : 05/01/1996
GENDER : MALE
MARITAL STATUS : SINGLE
NATIONALITY : INDIAN

INTEREST

- *Reading Novel.*
- *Watching Movie.*
- *Listing Song.*
- *Playing Cricket.*
- *Job-related Activities.*

Deceleration

I hereby declare that the information furnished above is correct to best of my knowledge and belief.

ACCOUNTS EXECUTIVE

MAPLE DIGITAL TECHNOLOGY INT. PVT.LTD

From Dec 2017 to Jun 2018

- Posting all Accounting Entries.
- Prepare Bank Reconciliation.
- Checking mail and responding to others.
- Maintain Utility bill.
- Payment of all utility bill through online

ADMIN & ACCOUNTS EXECUTIVE

SAGAR SAMRAT (CIVIL CONTRACTOR)

From June 2015 to June 2017

- Keep a record of attendance in excel sheet of all employees
 - Reconciliation of Accounts payable/Accounts Receivable
 - Prepare Bank Reconciliation Statement
 - Maintained all petty cash expenses and recorded in the excel sheet.
 - Coordinating with C.A while doing the calculation of service tax and T.D.S Payments
 - Prepared quotation, Measurement sheet and Completion Certificate for clients as per prescribed format of the company
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COURSE

Advance Diploma in Computer Application

- *"ACSM" at Mithila Computer Classes (Darbhanga)*
- *Year of Completion: - June-2016*

PRACTICAL ACCOUNTS AND TAXATION

- *Institute of Business Accounting*
- *Year of Completion: - Oct-2018*

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Signature