





CONTACT

 siddiquik108@gmail.com
 7456909323
 Mohalla Patti Chauhan jaspur uttar
akhand

PERSONAL DETAILS

Date of Birth : 06/07/2000

Marital Status : Single

Gender : Male

SKILLS

Analytical and communication skills
Unmatched attention to detail as you'll be preparing detailed financial information for senior management
Accountancy skills, ideally hone in a hospitality environment IT knowledge, as transactions are usually done through computerized systems, electronic cash tills and so on Data processing skills, including spreadsheet packages In depth knowledge of FI Organization structure. In depth knowledge of General Ledger Accounts creation. In depth knowledge of Accounts Payable and Accounts Receivable In depth Knowledge on Cross module Integration (FI, MM and SD). Knowledge on Controlling. Tally ERP system Computer operating Microsoft office GST, TDS Returns Advance Excel skill (V-lookup, H-lookup, Pivot Table, Conditional formatting, Data formatting and analysing)

Mohammad Qadir

OBJECTIVE

Certified Accountant with four years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

EXPERIENCE

Accounts Executive

02/2018 - 01/2021

Indian Trading company

Prepared Receipts & payments Statement

Accounts receivables & accounts payable work.

sales invoice provide to customer & purchase invoice received from vendor Advance payment received from the customer & advance payment paid to the supplier.

Customer & vendor reconciliation work.

MIS reports Statement as per required.

Maintained cash/bank transactions.

Accounts Maintain up to Finalization.

Bank Reconciliation

Trial Balance, Profit & Loss A/c & Balance Sheet.

GST return filing

TDS Return. Filing

Accountant sap (fico)

01/2021 - 09/2022

Kwanza pvt.ltd company

- Configuration of Enterprise Structure and Assignment of organizational Units Fiscal year, COA, Posting Period, Open & Close FI periods, Tolerance groups, Document types and number ranges
- Configuring NEW G/L CONCEPT, Document splitting, Leading Ledgers and Non Leading Ledgers Parallel accounting system, FI/CO Real time integration.
- Creation of profit centre and profit centre standard hierarchy.
- · Creation of G / L Accounts,Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys

LANGUAGES

English : Reading, writing, speaking
Hindi : Reading, writing, speaking

- Defining Interest Calculation Types, defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
- Vendor/Customer invoice posting, Credit memo, posting special G/L transactions (advances or down payment).
- Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation.
- Maintaining tolerance limits, payment terms, cash discount to Customers/Vendors
- Maintaining Validation and Substitution.
- **CONTROLLING** :
- · Maintain the Controlling area, and Versions for actual and planned postings
- Creation of Cost Centres and Definition of Cost Centre Hierarchy
- Creation of Activity types and Statistical key figures and Allocation, Distribution and assessment of costs
- · Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category & Cost elements Hierarchy
- Definition of Internal Orders Types, Order Masters, budgeting & Settlement Profile
 - Maintain withholding tax returns
 - Maintain GST return

EDUCATION

Bachelor of commerce	2021
Kumaun University	
60	
High school	2016
K.B.M. junior high school	
60	
SSC	2018
B.S.V Inter College	
50	
Tally ERP system (Tally Prime , Tally ERP 9)	2022
75+	
Sap S/3 fico , mm ,sd	

W2040972<2IND0007065M32092511066875992422<98



W2040972

पिता / कादतुनो अविभायक का नाम / Name of Father / Legal Guardian

MOHAMMAD RAIS

माता का नाम / Name of Mother

RAISA KHATOON

पति या पत्नी का नाम / Name of Spouse

पता / Address

WARD NO-5 PATTI CHAUHAN**JASPUR, UDHAM SINGH NAGAR****PIN: 244712, UTTARAKHAND, INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

DD1066875992422

Certificate of Merit

This certificate is awarded to
MOHAMMAD QADIR

Son/Daughter of

MOHAMMAD RAIS

for successfully completing

GST using Tally

and securing Grade A⁺

Place of Issue: Bengaluru
Date Certified: 04-Oct-2022
Release: 6.6



Bhuvaneshwari B
Chief Executive Officer
Tally Education Pvt. Ltd.

Certificate No: 905359878

Institute Name
Sanjhi Sanstha

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.

This certificate can be verified at www.tallyeducation.com

Syllabus

GST using Tally

Introduction to GST

Indirect Taxation prior GST, GST Implementation in India
Registration & Process of Registration under GST
Supply of Goods and Services
Mixed Supply and Composition Supply
Invoicing

Getting Started with GST (Goods and Services)

Enabling GST and Defining Tax Details
Interstate & Intrastate Supply of Goods and Services
Return of Goods and Services (Purchase and Sales Returns)
E-Way Bill for Goods
Supplies Inclusive of Tax
Defining Tax Rates at Master and Transaction Levels
Hierarchy of Applying Tax Rate Details
GST Reports, Input Tax Credit Set Off

Recording Advanced Entries (Goods and Services)

Purchases from Composition Dealer & Unregistered Dealer
Exports, Imports, Supply of Goods to SEZ, Supply
of Exempted Goods, Advance Receipts and Payments

GST Return Filing (Goods and Services)

Filing GSTR-3B Returns
Generating the JSON file from Tally.ERP 9
and uploading the same in GST portal
Filing GSTR-1 Returns & GSTR-2 Returns
E-Way Bill Report, Exporting Bulk or Consolidated
E-Way Bill invoices from Tally

Composition Dealer

Conditions to be satisfied under the scheme
Recording purchase and sales transactions for composition dealer
Generating GSTR-4 Report in Tally.ERP 9

Tally Certifications

Basic	Advanced	Comprehensive
TallyACE *Basics of Tally *Financial Accounting using Tally	TallyPRO GST using Tally GCC VAT using Tally CPFA	TallyGURU ACPFAT

*Available in Schools & Colleges only

Overall Grade

Grade	Description
A ⁺	$\geq 75\%$
A	$\geq 60\% < 75\%$
B	$\geq 36\% < 60\%$
Not Pass	$< 36\%$