



IRSHAD AHMAD

ACCOUNTANT

Details

F-108, 3rd Floor, West Jawahar
Park, Laxmi Nagar, New Delhi -
110092

+91 9554286639, +91 8512006739
irshad.ac97@gmail.com

Technical Skills

- Tally ERP, Busy, Compact
- Ms-Word, Advance Excel, Power-Point

Strenghts

- Team Oriented
- Flexible
- Integrity and Hardworking
- Adaptable any Kind of Environment
- Goal Oriented
- Excellent Communication Skills
- Ability to Learn New Things
- Good Relationship with Other - Employees
- Good Leadership Quality
- Complete All Works in a Given Time
- Ability to Create Healthy Environment
- Ability to work Independently

CAREER OBJECTIVES

To work in a challenging environment where I can apply my theoretical knowledge with practical experience so as to make a meaningful contribution to the organization which can provide wide range exposure and sufficient responsibilities to enhance my knowledge and skills.

WORK EXPERIENCE

- Simplex Infrastructures Limited as "Accountant" (From 01/10/2019 to Till Date)
- Dharampal Satyapal Group (DS Group) as "Account Executive" (From 01/03/2018 to 30/09/2019)
- Aramco Asia India Pvt. Ltd. as "Accountant" (From 25/02/2017 to 25/02/2018)
- ABS Logistics Pvt. Ltd. as "Accountant" (From 05/11/2015 to 20/02/2017)
- Iraa & Associates as "Assistant Accountant" (From 10/05/2015 to 30/10/2015)

TYPES OF WORK ASSIGNMENTS

- Book Keeping.
- Handling of Account Receivables & Account Payables.
- Bank Reconciliation Statements.
- Debtors & Creditors Reconciliation.
- Preparation of Budgets.
- Preparation of Financial Statements (Trading, P&L and Balance Sheet)
- Maintain General Ledger, Posting of Journal Entries.
- Preparing Statistical, Financial & Accounting Reports.
- Processes and Maintains Required Accounting Records.
- Forecasting, Implementing, Analyzing Budgets.
- Issuing of Cheques, Invoices, Petty Cash, Receipts, Postage renewal.
- Correspondence, Material issues etc.
- Collecting, Documenting, Implementing, Balancing Relating to Monies.
- Preparation of MIS Reports.
- Preparation of Payroll & Prepare Cheques for Payroll.
- Handling, Tracking of Inventory on Daily Basis.
- Inventory Management.
- Planning, Maintaining & Implementing of Spreadsheets for All Accounts.
- Assists in Preparing Correspondence, Board Policies, Procedures.
- Compliances Relating to the Accounting Requirements.
- Invoicing.
- Maintaining, Processes & Records of Purchase and Work Order.
- Calculation of Fixed Assets and Depreciation.
- Auditing.
- Analyzing Balance Sheet.
- Keep Financial Records and Establish, Maintain and Balance Various Accounts
- Using Manual and Computerized Bookkeeping Systems.
- Preparation of Employee Salary Slip.
- Preparation and Filing of Form AOC-4.
- Preparation and Filing of Form MGT-7.
- Preparation and Filing of DIR-3KYC.
- Preparation and Filing of ADT-1 & ADT-3
- All others Compliances Related to Companies.
- Knowledge of Various Taxation like GST, TDS etc.
- Preparation of Production Report.

Weakness

- Workaholic
- Taking too Many Risks

Hobbies

- Listening Music
- Playing Cricket
- Reading Books

Personal Informations

- Father Name:- Nooruddin
- Mother Name:- Zahida Khatoon
- Gender:- Male
- Date of Birth:- 10/10/1997
- Nationality:- Indian
- Marital Status:- Unmarried
- Religion:- Islam
- Languages Known:- English, Hindi, Urdu, Arabic
- Permanent Address :- Village & Post Kakrapokhar, District Siddharth Nagar, Uttar Pradesh, Pin Code - 272153

- Incorporation of companies
- Cash Flow & Funds Flow Statement



AWARD & ACHIEVEMENTS

- Employee of the month award for **Outstanding service and Dedication** as an **"Accountant"** for the month of *August 2021* in Simplex Infrastructures Limited.
- Employee of the quarter award as an **"Accountant"** for **Hardworking and Result Oriented** person in ABS Logistics Pvt. Ltd. (*From April 2016 to June 2016*).



ACADEMIC/ EDUCATIONAL QUALIFICATIONS

- MBA (Finance) Passed From Dr. A.K.T.U. University Lucknow (73.02%)
- B.Com. Passed From Allahabad University (57.15%)
- 12th Passed (Commerce) From U.P. Board (74.20%)
- 10th Passed From U.P. Board (80.83%)



DECLARATION

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

Date:

IRSHAD AHMAD

Place:

क्रमांक (Sr. No.)
2050512

73017940

माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश
Board of High School and Intermediate Education, U.P.



हाईस्कूल परीक्षा-२०१२

High School Examination-2012

प्रमाणपत्र-सह-अंकपत्र (CERTIFICATE-CUM-MARKS SHEET)

अनुक्रमांक Roll No.	जनपद/केन्द्र/विद्यालय कोड Distt./Centre/School Code	संस्थागत/व्यक्तिगत Regular / Private	परीक्षा प्रवर्ग Exam. Type	प्रमाणपत्र क्रमांक Certificate No.
2743012	73/22815/1087	REGULAR	FULL EXAM	73017931

प्रमाणित किया जाता है कि (This is to certify that)

परिषद् के अभिलेखानुसार (according to the Board's record)- IRSHAD AHMAD

आत्मज/आत्मजा श्रीमती (son/daughter of Mrs.)- ZAHIDA KHATOON

एवं श्री (and Mr.)- NOORUDDIN

जिनकी जन्मतिथि (whose date of birth is)-

10TH OCTOBER NINETEEN HUNDRED NINETY SEVEN (10-10-97)

ने मार्च/अप्रैल 2012 की हाईस्कूल परीक्षा विद्यालय/केन्द्र (has passed High School Examination held in March/April 2012 from School/Centre)- HAMID K UMW KAKRAPOKHAR SIDDHARTH NAGAR

से निम्न विवरणानुसार उत्तीर्ण की है (with the following details):-

विषय Subject	अधिकतम अंक Max. Marks	प्राप्तांक Obtained Marks सैद्धान्तिक (Theory) प्रयोगात्मक (Practical)		योग Total	ग्रेड Grade	परीक्षाफल Result
HINDI	100	056	026	082	A2	PASSED
URDU	100	057	026	083	A2	
ENGLISH	100	051	027	078	B1	
MATHEMATICS	100	053	028	081	A2	
SCIENCE	100	053	027	080	B1	
SOCIAL SCIENCE	100	055	026	081	A2	
No divisions are awarded						

Category of Moral, Sports and Physical Education- A

तिथि (Date)- 08-06-2012

स्थान (Place)- Allahabad, Uttar Pradesh

Note : For Important Instructions see overleaf:

(बासुदेव यादव)
(Basudeo Yadav)
सचिव (Secretary)

71004423

क्रमांक (Sr. No.)

2239423

माध्यमिक शिक्षा परिषद्, उत्तर प्रदेश

Board of High School and Intermediate Education, U.P.



इण्टरमीडिएट परीक्षा - २०१४

Intermediate Examination-2014

प्रमाणपत्र-सह-अंकपत्र (CERTIFICATE-CUM-MARKS SHEET)

अनुक्रमांक Roll No.	जनपद/केन्द्र/विद्यालय कोड Dist./Centre/School Code	संस्थागत/व्यक्तिगत Regular / Private	परीक्षा प्रवर्ग Exam. Type	विषय-वर्ग Subject-Group	प्रमाणपत्र क्रमांक Certificate No.
1977579	71/08180/1026	REGULAR	FULL EXAM	C-COMMERCE	71004423

प्रमाणित किया जाता है कि (This is to certify that)

परिषद् के अभिलेखानुसार (according to the Board's record)-

IRSHAD AHMAD

आत्मज/आत्मजा श्रीमती (son/daughter of Mrs.)-

ZAHIDA KHATOON

एवं श्री (and Mr.)-

NOORUDDIN

ने मार्च/अप्रैल 2014 को इण्टरमीडिएट परीक्षा विद्यालय/केन्द्र (has passed Intermediate Examination held in March/April 2014 from School/Centre)-

KHAIR INDUSTRIAL INTER COLLEGE BASTI

से श्रेणी (with division) FIRST

में उत्तीर्ण की है।

परीक्षार्थी द्वारा उत्तीर्ण विषयों के प्राप्तांक निम्नवत हैं (Marks obtained by the candidate in passed subjects are as under) :-

विषय Subject	अधिकतम अंक Max. Marks	प्रश्नपत्रवार प्राप्तांक Paper-wise Obtained Marks	योग Total	सम्पूर्ण योग एवं परीक्षाफल Grand Total & Result
GENERAL HINDI	100	1/036 2/039	075 D	
ENGLISH	100	1/040 2/033	073	
BOOK KEEP&ACCT	100	1/034 2/029	063	
BUSI ORG&CRPND	100	1/039 2/031	070	
MATH& ELE STATS	100	1/046 2/044	090 D	371/500 PASSED
SPORTS & PHY EDU	100	T/041 041 P/043	084	

Note :- Marks of Sports and Physical Education will have no effect on overall Result.

'D' indicates Distinction in that particular subject,

'HONOURS' indicates candidate "passed with honour"

Note : For Important Instructions see overleaf

तिथि (Date)-

25 MAY 2014

स्थान (Place)- Allahabad, Uttar Pradesh

(शकुन्तला देवी यादव)
(Shakuntala Devi Yadav)
सचिव (Secretary)

UNIVERSITY OF ALLAHABAD



B. Com. Part III Examination, 2017

(Regular Candidate of 3-Year Degree Course)

Name : **IRSHAD AHMAD**

Roll No. : **787144**

Father's Name : **NOORUDDIN**

Enrol No. : **D1430196**

Mother's Name : **ZAHIDA KHATOON**

Group	Papers	Marks Obtained	Group Total
G	I - Income Tax Law and Accounts	63	123/200
	II - Corporate Accounts	60	
H	III - Human Resource Management	48	104/200
	IV - Marketing Management	56	
L	V - Company Law and Secretarial Practices	51	104/200
	VI - Industrial and Labour Laws	53	
	Comprehensive Viva-Voce	62	62/100

Part I : **329* (2015)** Part II : **364* (2016)** Part III : **393/700**

Result : **Second Division**

Grand Total : **1086/1900**

To Pass a candidate must obtain a minimum of 30% marks in each paper with 36% in aggregate.

Division : Ist - 60% : IInd - 48% : IIIrd - 36%

* - Appeared in Second Examination

MFA001

298339.18 23973129

Monday, May 29, 2017

047808 016850667



Controller of Examinations

उपाधि क्रमांक / Degree Serial No.
MBA/2019/50709

नामांकन संख्या / Enrollment No.
174227022080

अनुक्रमांक संख्या / Roll No.
1742270025



डा. ए.पी.जे. अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश



(पूर्ववर्ती उत्तर प्रदेश प्राविधिक विश्वविद्यालय, लखनऊ)
विश्वविद्यालय की विद्या परिषद की अनुशंसा पर
इरशाद अहमद
को मास्टर ऑफ बिजनेस एडमिनिस्ट्रेशन उपाधि
ऑनर्स के साथ प्रथम श्रेणी में
उनके द्वारा इस उपाधि की अवाप्ति हेतु
विश्वविद्यालय द्वारा विहित अपेक्षाओं को सफलतापूर्वक पूरा करने पर
एतद्वारा सन् 2019 में प्रदान की जाती है।

Dr. A. P. J. Abdul Kalam Technical University, Uttar Pradesh

(Formerly Uttar Pradesh Technical University, Lucknow)

Upon the recommendation of the Academic Council,

the University hereby confers the degree of

Masters of Business Administration

upon

IRSHAD AHMAD

*who has successfully completed the requirements prescribed by the University
for the award of this degree in*

First Division With Honours

in the year 2019

लखनऊ, (उ.प्र.), भारत
Lucknow, (U.P.), India
दिनांक/Dated: 16/10/2019



Vinay Kumar Pathak
(विनाय कुमार पाठक)
कुलपति
(Vinay Kumar Pathak)
Vice-Chancellor



V0252605

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

NOORUDDIN

माता का नाम / Name of Mother

ZAHIDA KHATOON

पति या पत्नी का नाम / Name of Spouse

पता / Address

VILL AND POST KAKRA POKHAR

PS PATHARA BAJAR, SIDDHARTH NAGAR

PIN: 272153, UTTAR PRADESH, 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.

LK1064726920620

IRAA & ASSOCIATES

CHARTERED ACCOUNTANTS



TO WHOM IT MAY CONCERN

This is to certify that Mr. **IRSHAD AHMAD** s/o NOORUDDIN has worked in this Chartered Accountant firm (IRAA & ASSOCIATES) from 10/05/2015 to 30/10/2015 as "ASSISTANT ACCOUNTANT"

During the above period, we found him very hard working, dedicated and result oriented person.

We wish him success in his future endeavours and hope that he will continue to display the same spirit in future as well.

FOR IRAA & ASSOCIATES

ABHAY GUN SHEKHAR

(CHARTERED ACCOUNTANT)



Office:- D-327, 1st Floor Sector-10 Noida (UP.) 201301
Email:- 18926abhay@gmail.com
Phone:- 9789231079

EXPERIENCE CERTIFICATE

This is to certify that **Mr. IRSHAD AHMAD S/o NOORUDDIN** was under the employer of **ABS LOGISTICS PRIVATE LIMITED** as an "ACCOUNTANT" from **05/11/2015 to 20/02/2017** with our entire satisfaction. During his working period we found him a sincere, honest, hard-working, dedicated employee with a professional attitude and very good job knowledge. We have no objection to allow him in any better position and have no liabilities in our company.

We wish him every success in life.

Sincerely,


Shyam Sharma
Human Resource Department
ABS Logistics



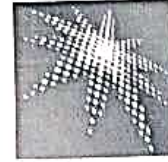
+91 11 49299500/1/2
+91 11 49299500/3/4



delhi@abslogistics.in
www.abslogistics.in

ARAMCO ASIA INDIA PRIVATE LIMITED

(CIN:U74900HR2016FTC058053)



TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Irshad Ahmad s/o Mr. Nooruddin worked as an "Accountant" in our company from 25-02-2017 to 25-02-2018 with our entire satisfaction. During his working period, we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

We wish him every success in life.



Aramco Asia India Pvt. Ltd.

Phone : +91-124-6473600

Email : aramcoasiaindia@aramcoasia.com

Add. : 2A-0801, 8th Floor, Two Horizon Centre, DLF 5, Sector 43,
Gurugram 122002, Haryana, India.

DS GROUP



**DHARAMPAL
SATYAPAL GROUP**

(CIN: U52110DL1989PLC038613)

TO WHOM IT MAY CONCERN

This is to certify that *Mr. IRSHAD AHMAD S/o NOORUDDIN* had worked with us as an “*ACCOUNT EXECUTIVE*” from *01/03/2018* to *30/09/2019* in our organization. During his working period we found him a honest, obedient and dedicated to his assignment.

We hope and pray bright and good speed in his future life.

FOR DS GROUP


Preeti Gupta
HR Department



0120 - 4032200



ds@dsgroup.com



C6 - 10, Dharampal Satyapal (DS) Road,
Sector - 67, Noida - 201309.



Ministry of Health & Family Welfare
Government of India

Certificate for COVID-19 Vaccination

Fully Vaccinated : 2nd Dose

Beneficiary Details

Beneficiary Name	Irshad Ahmad
Age	24
Gender	Male
ID Verified	Aadhaar # XXXXXXXX7417
Unique Health ID (UHID)	42-1165-7628-8330
Beneficiary Reference ID	46254482053590

Vaccination Details

Vaccine Name	COVISHIELD
Date of 1 st Dose	14 Jun 2021 (Batch no. 4121Z077)
Date of 2 nd Dose	09 Oct 2021 (Batch no. 4121MC096)
Vaccinated by	Sachin Saini
Vaccination at	RSBV/RSKV Gandhi Nagar S-1

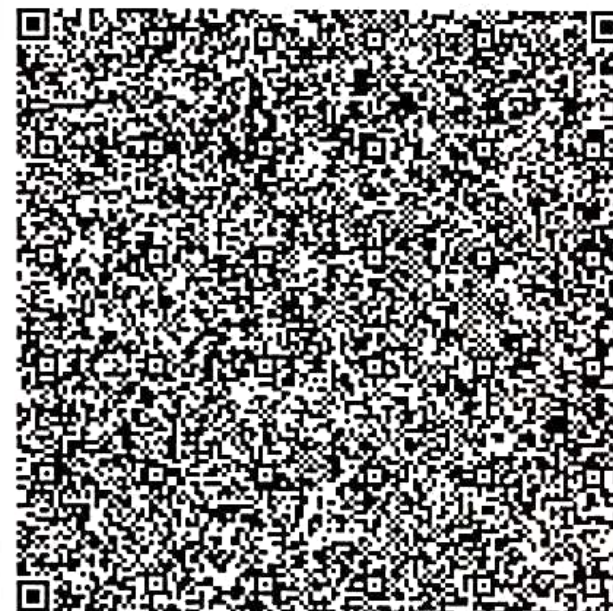


Together, India will defeat
COVID-19"

- Prime Minister Narendra Modi

In case of any adverse events, kindly contact the nearest Public Health Center/
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

COWIN
Winning Over COVID



This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>



12:21 am