

NADEEM AHMAD

S/O- Mr.SALEEM AHMAD
266/715 BHADEWAN,
AISHBAGH, LUCKNOW 226004
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CAREER OBJECTIVE

To have a job that would enable me to use my talent and skills as well as contribute to organizations goal and which would provide excellent opportunities for career advancement and personal growth.

KEY SKILLS & EXPERTISE

Operating system	Windows XP, Windows 7
Accounting software's	Tally ERP 9, CRM & Busy
Fundamental of accounting	Advance journal entries, Finalization of accounts, Bank reconciliation statements, Company accounts.
Taxes	Direct taxes, Indirect taxes
Business corresponding	Business letters, Email proficiencies, Quotations

EMPLOYMENT

Sr. Account Executive

SHINE CITY ERECTOR PVT.LTD, GOMTI NAGAR, LUCKNOW

11 Oct 2014 to 10 Nov 2019

Role & Responsibility:

- Confirmation of Cash,Cheque,NEFT,RTGS on CRM Software.
- Account Receivable entries in Tally.
- Handling Petty Cash of H.O. and Branches
- Maintaining Journal & Payment Vouchers record.
- Monthly Salary entries in Tally.
- Bank & Party ledger Reconciliation.
- Vendor payment.

Sr. Account Executive

THE LONDON BAKERS, GOMTI NAGAR EXTENSION, LUCKNOW

02 Jan 2020 to till date.

Role & Responsibility:

- Account Receivable in Tally.
- Handling Petty Cash.
- Maintaining Journal & Payment Vouchers record.
- Monthly Salary entries in Tally.
- Generate sales invoices in Tally.
- Bank & Party ledger Reconciliation.
- Vendor payment.
- Preparing reports.

Future Plan & Objectives

I see myself as a top performing employee in a well-established organization. I plan on enhancing my skills & continuing my involvement in professional Associations. Once I gain additional experience, I would like to move on from a technical position to management.

Academic Qualification**Master in Commerce (M.Com)**

- Trade- commerce.
- University name- Ram Manohar Lohia Avadh University.
- Year of completion- 2019

Bachelor in Commerce (B.Com)

- Trade- commerce.
- University name- Lucknow University.
- Year of completion- 2014

Senior secondary (Intermediate)

- Trade- commerce
- Board name- U.P board
- Year of completion- 2011

Higher secondary (High School)

- Board name- U.P board
- Year of completion- 2009

Personal Credentials & Inheritance

- Never to give up is my strengths.

Hobbies & Area Of Interest

I am passionate about accounting, I am inclined towards listening music & adventures.

PASSPORT DETAILS

Name:	Nadeem Ahmad
Passport No.:	V0169335
Date of Issue:	23/01/2020
Date of Expiry:	22/01/2030
Place of Issue:	Lucknow (India)

PERSONAL DETAILS

Father's Name:	Mr. Saleem Ahmad
Date of Birth:	12th Jan-1991
Language Known:	English, Hindi & Urdu
Gender:	Male
Marital Status:	Unmarried
Nationality:	Indian

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

(NADEEM AHMAD)