

RESUME



MUSHARRAF ALI

+91 7024504868 ,+91 8989520142

Hamidpura ,Burhanpur (M.P)

Gmail : - musarrafali00000@gmail.com

LinkedIn Profile : - www.linkedin.com/in/musharraf-ali-124334246

OBJECTIVE

Dedicated and motivated professional seeking an engaging role within an organization to expand my skill set and enhance my abilities. Committed to contributing my skills to achieve both organizational goals and personal growth. I am eager to embrace challenging opportunities that allow me to fully leverage my talents for the success and advancement of the company.

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B.Com) in Taxation | DAVV University, Indore - Graduated with Honors (71%)

Master of Business Administration (RUNNING) , ANDHARA UNIVERSITY

SKILLS

- ✓ Auditing
- ✓ Account finalization
- ✓ Invoicing and Receipt Management
- ✓ Bank Reconciliation
- ✓ Tax Computation and GST Returns
- ✓ Financial Transaction Management
- ✓ Balance Sheet and Profit/Loss Statement Analysis
- ✓ Expertise in Financial Reporting
- ✓ Inventory Management and Reporting
- ✓ Accurate Journal Entry ,payment , receipts
- ✓ Financial Statement Preparation
- ✓ Record-Keeping and Documentation
- ✓ Bookkeeping
- ✓ GL Accounting
- ✓ Account payable
- ✓ Account receivable

TECHNICAL SKILLS

- ✓ Proficiency in Accounting Software (Tally Prime)
- ✓ Microsoft Office Suite: Excel (Advanced), Word, PowerPoint
- ✓ E-Invoice System Operation
- ✓ Pivot Table
- ✓ Accurate Typing Skills
- ✓ Financial Analysis and Reporting Tools
- ✓ Tax Computation and GST Software
- ✓ Database Management for Record-Keeping
- ✓ Reconciliation Tools and Techniques
- ✓ Financial Statement Preparation Software
- ✓ Document Management Systems

WORK EXPERIENCE

Senior Accountant | Super Steels (Malkapur) | [Duration, e.g., Sep 2022 - Present]

- ◆ Currently serving as an Accountant at Super Steels, overseeing financial operations and ensuring accurate records.
- ◆ Responsible for issuing invoices, managing receipts, and conducting month-end closing procedures to maintain precise financial records.
- ◆ Proficiently utilizing E-invoice system knowledge to optimize invoicing processes and enhance efficiency.
- ◆ Conducting bank reconciliations, promptly resolving discrepancies for meticulous financial reporting.
- ◆ Expertly computing taxes and preparing GST returns, ensuring adherence to tax regulations.
- ◆ Managing accounts payable and receivable, skillfully reconciling transactions and handling credit notes.

- ◆ Handling receipts, payments, debit, and credit notes, meticulously maintaining accurate financial documentation.
- ◆ Managing balance sheets and profit/loss statements, providing valuable insights for decision-making.
- ◆ Leveraging expertise in financial reporting to prepare monthly, quarterly, and annual financial statements.
- ◆ Leading inventory management efforts, maintaining precise records and generating insightful reports.
- ◆ Accurately posting journal entries to balance sheets, contributing to financial accuracy.

Accountant | K.V. Munshi & Company (Accounting Firm) | [Duration, e.g., July 2021 - July 2022]

- ◆ Served as an Accountant at K.V. Munshi & Company, contributing to financial operations and record-keeping.
- ◆ Assisted in various financial tasks, including invoice processing and meticulous reconciliation.
- ◆ Collaborated with team members to ensure accurate financial records and comprehensive reports.
- ◆ Contributed to the preparation of financial reports and statements, supporting informed decision-making.
- ◆ Swiftly adapted to new software systems, enhancing operational efficiency through technological integration.

PERSONAL DETAILS

Father's Name	: -	Tarique Ali
Date of birth	: -	20-07-1997
Address	: -	Ward No 20 ,Hamidpura Burhanpur (M.P.) INDIA
Marital Status	: -	Single