

# Shahrukh Ansari

S/o Saleem Ansari

Date of birth:- 30-march-1995

Marital Status:- Single

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## WORK EXPERIENCE



### • Jyoti industries, Bhopal— Financial Accountant

Manufacturer and supplier of Touch Shine Shining powder

Nov 2019 - Oct 2020

#### Duties And Responsibilities

- Verify, allocate, post and **reconcile** accounts **payable** and **receivable**
- Produce error-free accounting **reports** and present their results
- **Analyze** financial information and summarize **financial status**
- **Spot errors** and **suggest ways** to **improve efficiency** and spending
- Provide **technical support** and advice on **Management Accountant**
- **Review and recommend** modifications to accounting systems and procedures
- **Manage accounting** assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- **Provide input** into department's goal setting process
- Prepare **financial statements** and **produce budget** according to schedule
- Assist with **tax audits and tax returns**
- Direct **internal and external audits** to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end **close** process
- Develop and document business processes and accounting policies to maintain and strengthen **internal controls**
- Ensure compliance with **GAAP principles**
- Liaise with our Financial Manager and Accounting Manager to **improve financial procedures**.

### • Pratibha Enterprise, Bhopal— Senior Accountant

Authorized distributor of Patanjali, Nivea, Allout, Hershey's, Rasna, Figaro, Airtel DTH, Dish Tv.

Jul 2016 - Jun 2019

#### Duties And Responsibilities

- Examining **bank statements and reconciling** them with **general ledger entries**
- Preparing and making **GSTR-1 & GSTR-3**
- Keeping an eye on incoming payments from **accounts receivable** and outgoing payments from **accounts payable**
- **Stock Management**
- Creating company **financial reports** with the above information included
- **Analysing** data collected in order to determine the state of the company's financial health
- Analysing data to understand where the company is generating and losing revenue
- Examining the proficiency of the software programs used to organise data
- Generating financial reports that display the company's **profits, equity and cash flow**.

## SOFT SKILLS

Account Management.

Team Handling .

Communication Skills.

Problem Solving .

Analytical skills.

Self motivational.

Fast Learner.

Critical Thinking.

## KEY SKILLS

Accounting,

Reconciliations,

Audits,

Analysis,

Financial reporting,

Billing & Invoicing,

Accuracy,

Accounts Recivable &

Payable,

Bank,

GAAP,

Journal,

Management,

Organized,

Payroll Process,

Reports,

Tax.

## COMPUTER SKILLS

Tally ERP

Ms Excel.

Ms office.

Sap Erp.

- **Pratibha Enterprise Bhopal— Assist. Accountant**

Authorized distributor of Patanjali, Nivea, Allout, Hershey's, Rasna, Figaro, Airtel DTH, Dish Tv.

Jul 2015 - Jul 2016

#### Duties And Responsibilities

- Post and process **journal entries** to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

-  **Aegis BPO, Bhopal—Customer Service Associates**

May 2013 - Oct 2014

#### Duties And Responsibilities

- Serving As a Company's Front Line in Making Phone Sales And Addressing Customer Concerns

### **EDUCATION**

Class	College/ School	Passing Year	Grade
MBA - Finance	Mittal Institute	2022	-
B.Com	Saifia Science College	2020	71.7%
XII <sup>th</sup>	M.L. Memorial School	2013	71.0%
X <sup>th</sup>	Rajeev Memorial School	2011	71.5%

### **ACHIEVEMENTS & CERTIFICATIONS**

**National Certificate in Modular Employable Skills — National Council For Vocational Training**

KAN-02064296

**NIESBUD- National Institute for Entrepreneurship and Small Business Development— MSME Certified Personality Development And Communication Skills Certificate**

OCP/346/14-15/0105-(2014/9210/8)

#### **SUMMARY & OBJECTIVE**

I Am Motivated College Graduate Seeking To Obtain An Accountant Position With ABC Company, Which Will Benefit To Company From My Strong Deductive Reasoning, Mathematical, And Problem-Solving Skills

#### **HOBBIES**

Playing football, Gaming

#### **LANGUAGES**

Hindi, English, Urdu.

SHAHROKH ANSARI

DATE