**FIRDOUS SULTANA**

E-mail ID: Firdoussultana786@gmail.com

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**Summary**

Motivated Account Executive who is highly energetic, good team player, punctual and detail-oriented. Handles multiple responsibilities simultaneously and provides deliverables on time. A quick learner and masters new concepts and skills.

Key Highlights

|  |  |
| --- | --- |
| * GST Filings
* Bank reconciliations
 | * TDS Filings
* Salary payments
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Experience

Overall, 2 Years of work experience in the field of Accounts.

**DATAPRO Computers PVT LTD:**

**Accounts Executive** - October 2019 – till date

**Accounts Assistant** – August 2018 – September 2019

**Key responsibilities:**

* To maintain books of accounts using the complete accounting cycle using the Tally Erp.
* To Prepare and file the monthly GST and TDS reports.
* To reconcile the bank statements with the cash book.
* To prepare the cash flow and the fund flow statements.
* To maintain the petty cash expense.
* To deal with the transactions related to the accounts payable.
* To prepare the cost sheets.

Education

Masters: Post-Graduation in MBA finance, 2018 with 80%.

Bachelor of Commerce:Graduated in the year 2016, with 93%

Currently Pursuing ICWAI. Cleared Group 1 and Group 2.

Extra skills

**IT Skills:** MS Office (like Word, Excel, Powerpoint, etc.) & Tally.

**Declaration**

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

 **FIRDOUS SULTANA**