

RESUME

Shaik Osman
S/o Shaik Saleem

Contact No. 880 190 4873
email: osmanshaik5363@gmail.com

OBJECTIVE:

A Challenging Position where I can utilize my Skills and Knowledge and play an important role in achieving the target goals and develop myself with the organization.

EDUCATIONAL QUALIFICATION:

Course / Degree	College/ Institution	University/ Board	Year of Passing
MBA Finance	Deccan School of Management	Osmania University	2018
B. Com Computers)	Mumtaz Degree College	Osmania University	2015
CEC	Sri Chandra Jr. College	Board of Intermediate Education	2012
SSC	St. Siddiq High School	Board of Secondary	2010

TECHNICAL KNOWLEDGE:

- ❖ MIS Creations Using MS Excel Advanced Options
- ❖ Tally 9., Focus Erp, PACT Accounting Software.
- ❖ Typing Speed: 25 to 30WPM.
- ❖ Gofrugals Distributors Edition 6203

EXPERIENCE:

S.No.	Company Name	Designation	From	To	Duration in Years
1	Metro Oil Company	Jr. Accountant	24-Aug-15	25-May-18	2 (Years), 9(Months)
2	Sonal Enterprises	Accountant	10-Aug-18	Working	2 (Years), 3(Months)

PERSONAL STRENGTH:

- ❖ Punctual, Self Motivated.
- ❖ Equally comfortable in working with individuals and groups.
- ❖ Ability to learn and adapt new processes.
- ❖ Self Confidence.

Personal Information

Name	Shaik Osman
Father's Name	Shaik Saleem
Address	19-2-21/11/F/96, Tadban, Bahadurpura, Hyd.
Marital Status	Unmarried
Age	25
Sex	Male
Nationality	Indian
Langs.Known	Urdu, English, Hindi
Religion	Islam
Contact No.	880 190 4873

I hereby declare that the above mentioned information is correct in my knowledge & I bear the responsibility for the Corrections for the mentioned particulars.

Date:

Place:

Shaik Osman
(Signature)

Roles and Responsibilities in Sonal Enterprises

1. Purchase Accounting, Sales Accounting, Quoting, PO Approvals, SO Approval & Invoicing.
2. Preparation of Creditors and Debtors Outstanding Reports
3. Banking and Reconciliation of Bank Statement.
4. Party Ledger Scrutiny and Reconciliations.
5. Accounts Payable and Receivable (Vendor payments).
6. Document Control Office Administration.
7. GST . R1, GSTR2A, GSTR3B, Filling R1 Returns and Reconciliation of R1 Vs Books and 3B Return 2A Vs Books and 3B Returns and Reporting to Auditor For 3B Returns.
8. TDS Calculations and Preparation of data For Quarterly Tax Return Reporting to Auditor for Returns.
9. Internal Audit : Month End Year, End Process and Preparation of Balance Sheet for Audit Purpose and Reporting to auditor for Income Tax Computation.
10. Inventory Management Including Receipt of Material and Issue of Material,
11. Stock Management, Keeping Eye on Reordering Level, ARS and POS .
12. Dispatches and Follow-ups.
13. MIS Reporting Including Creation of Various Customized Reports as per management requirement.
14. Credit Control and Expense Control.
15. Other Managerial Activities.

The above Mentioned is My Roles and Responsibilities in My Previous Organizations.

Thank you

From
Shaik Osman
Contact: 880 190 4873