

Jaftar Masih

E-98, Vishwas Park, Uttam Nagar, New Delhi - 110059 ♦ (+91) 9258059262 ♦ qwerty12fert@gmail.com

Objective

A supportive accounting position where I will find the opportunities to utilize my skills as a dedicated accounting professional with good business acumen. My years of experience tackling the many tasks involved in a full range of accounting functions will prove a win-win for both my new employer and me!

Profile

Dedicated, multi-tasking Accounting Professional who has excellent business skills, with a talent for handling the various day-to-day business situations and a proven knack for those unusual, sometimes complicated, situations that arise when one is fully involved in the task at hand.

Flexible and versatile – Poised and competent with demonstrated ability to easily transcend cultural differences. Thrives in deadline-driven environments. Excellent team-building skills.

Skills Summary

- | | | |
|----------------------------------|-------------------------------|--|
| ♦ General Ledger Accounting | ♦ Credit and Collections | ♦ Articulate Communicator |
| ♦ Financial Report Preparation | ♦ Vendor Friendly | ♦ Skilled Writer |
| ♦ Payroll Administration | ♦ Adaptable to new procedures | ♦ Quick Books/File Maker |
| ♦ Filing Payroll Taxes | ♦ Confidential | ♦ Tally all version |
| ♦ Cash Management | ♦ Income tax | ♦ Problem Solver |
| ♦ TDS | | ♦ GST Invoicing and return preparation |
| ♦ Having Good knowledge of Excel | | ♦ |

Professional Experience

ACCOUNTING AND FINANCIAL REPORTING

- o Achieved a level of efficiency enabling provision of all accounting services including posting all charges, disbursements, sales and receipts.
- o Recognized and recorded general journal entries..
- o Prepared monthly and quarterly financial reports and detailed analysis for year-end outside review.
- o Interfaced with outside CA firms in the preparation of year-end audits and Financial Reports.

RELATIONSHIP MANAGEMENT AND SUPPORTING SERVICES

- o Provided necessary communications to our stakeholders.
- o Applied effective and resourceful communications and excellent banking habits.
- o Interfaced frequently with vendors, customers and other providers.

ORGANIZATION, IMPLEMENTATION, TOOLS AND METHODS

- o Negotiated advantageous payment terms with supplier and vendors facilitating cash flow.
- o Managed the accurate and timely processing of the inputting of data utilizing computer skills.
- o Collected accounts receivables working with customers in order to retain their business.
- o Reinforced phone conversations with precisely worded written communications providing customers and vendors with a clear and concise reminder.
- o Maintained excellent rapport with contacts in the various banking areas, resolving questions and monitoring all accounts on a daily basis, eliminating unnecessary time spent reviewing and reconciling at month end.

Employment History

- o Krishna Anurag & co. / Ca firm / Auditor / 1.6 years – 2012-2013
- o Global visa services pvt.ltd. / 1 year – 2014-2015
- o Vibes Healthcare Ltd. Till now – 2015- Now

Education

- o High school from S.G.N.D.S.P.S
- o Senior Secondary from NIOS
(B.Com) North East Frontier Technical University