

# Md.Mudassar

Sr. Accountant

A-82/C- 4<sup>th</sup> floor Abu fazal enclave part II Jamia Nagar  
Okhla

New Delhi-110025

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## OBJECTIVE

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To maximize my skills and training as an Accounting Officer in well -organized organization to help the organization reach its objectives.

## PROFESSIONALEXPERIENCE

### H.R. Diagnostic Pvt Ltd-Delhi

*Sr. Accountant, Feb-22 – Present*

*Responsibilities: Bookkeeping, Accounts receivable and accounts payable reconciliation and reporting to the finance manager. Handling of cashbook advances reimbursement. Bank Reconciliation statement all types of vouchers recording into tally 9.0 Tds calculation and GST R1and 3B reconciliation and preparation month wise. Scrutiny of ledgers analysis reporting solving and discuss with the concern person and the management coordinate with external and internal auditors.mantaining all accounts related work.preparation of clients outstanding and reporting to the manager. Sales report to the manager weekly and monthly. MIS.payroll processing invoicing.Sales and purchased accounts ,Debit notes and Credit notes*

### Public Health Resource Society-Delhi

*Accounts officer December, 2019 – Jan-2022*

- Accounts Receivable, Accounts payable. Reconciliation, Bank Reconciliation, bookkeeping, scrutiny of ledgers finalization of accounts.
- TDS calculation and reconcile and preparation of monthly report.  
Directly reporting to the manager. All types of Vouchers entry passing into the tally software. Proper checking of purchase order
- Checking of Advance requisition and giving approval and reimbursement.
- Preparation payroll accounting monthly salary preparation.
- Maintaining all Account Related work and Solving, Analysis Reporting recording and discuss with the concern person and the Management and coordinate with internal and external auditors for complains and solving issues.
- Controlling of cash book, Bank related work visit to bank, Admin related work
- Preparation of utilization certificate.

### Assad Said Contracting CO Ltd- Saudi Arabia- Riyadh

*Cost Control Accountant, February 2015 – December 2017*

- I handled all petty cash related work like cash liquidation, reimbursement, cash audit of all projects of the Co.
- Analysis and recording, reporting to the management, Preparation of Petty cash sheet, advance settlement.
- Audit of invoices, checking of P.O/ materials request as per the contract or agreements. Physical audit as cash audits as per the co policy and giving suggestion more clarity of cash transactions implement.
- Ensure approval and achievement delivery of the

### Vohra Constructions Pvt Ltd-Haryana

*Accountant, August 2014 – February – 2015*

- Preparation of Employees salary, recording all type of transaction in tally software bank reconciliation finalizes of vendorsaccounts.
- Reimbursement, account receivable accounts payable. Preparation of invoice tds calculation and all accounts related work cash book handling, bookkeeping, visit to bank and coordinate with internal auditor for all complains solving.

### **R M Associates (C.A Firm)- Patna**

*Auditor August-2012 – July – 2014*

- Concurrent audit of Central bank of India, system audit, audit of all financial transactions of the company. Ledger scrutiny.
- Cash book audit of organization, audit of books of accounts bills payable, bills receivable.
- Verifies assets and liabilities by comparing items to documentation examine of all financial transaction of the company.
- Ensure compliance with established internal control procedures by examining record, reports, operating practices, and documentation.

### **A N Sinha Institute of Social Study- Patna**

*Accounts Assistant-April-2010 – February– 2012*

- Controlling of bookkeeping, cash book maintains, bank reconciliation, ledger posting, adjustment entry passed, journal voucher, debit note, and credit note salary preparation and salary expenditure booked.
- Reimbursement, advance settlement cheques prepare as the organization norm.
- Preparation of sundry debtors of Creditors details weekly basis and report to the section officer of the organization.
- Tds payable calculation and all accounts related worked has been done.

## **EDUCATION**

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### **NIMS UNIVERSITY – JAIPUR**

**(Distance Education)**

*Master of Business Administration-2013*

### **VEER KUWAR SING UNIVERSITY – BIHAR**

*Bachelor of Commerce, Accounts 2005*

### **HIGHER SECONDRY – BIEC-PATNA**

*Intermediate of Commerce-2002*

### **SCHOOL – BSEB-PATNA**

*Matriculation-2000*

## **ADDITIONAL SKILLS**

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- Expert in Microsoft Office, with a focus on Excel
- Language Hindi and English
- Accounting software tally 9.0
- Diploma in Computer Application

**Personal Details: -**

Name : Md. Mudassar  
Father's Name : Md. Rizwan  
Date of birth : 28-02-1985.  
Sex : Male  
Marital : Married  
Language : Urdu, Hindi, English,  
Permanent address :Md.Mudassar  
C/o Late Md.Rizwan  
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