

Irfan Ahmad

Accounting

To continuously enhance my knowledge base and be a contributing member of the organisation, capable of providing challenging work and growth opportunities.



Contact

Address

Delhi, East Delhi 110094

Phone

9711044031

E-mail

Irfan.amd111@gmail.com



Skills

Tally ERP

Busy 14

MS Office

Invoicing

Export & Import

Documentation

n

Bank

Reconciliation

ROC

Compliance

Audit Support

Financial
reports

Payment
Processing

Accounting
Software



Work History

2015-08 -
2017-02

Accounting Intern

S.P.L.A. & Co., Chawri Bazar, Old Delhi, INDIA

- One Year six month experience in a CA firm.

2017-02 -
2020-05

Accounts Executive

Advanced Fire & Safety Pvt.Ltd., Noida, Uttar Pradesh, INDIA

Three year Three months in Advanced Fire & Safety Pvt Ltd.

2020-05 -
2022-06

Senior Accountant

MS INTERNATIONAL, Karol Bagh, Central Delhi, INDIA

- Two Years and One month of experience in MS INTERNATIONAL

2022-07 -
Current

Senior Accountant

*VRK HOME ESTATES PVT LTD, Gurugram, Haryana, INDIA (sister concern company of **MS INTERNATIONAL**)*

- Two Year and Four month - Experience in VRK HOME ESTATES PVT LTD



Education

2012-01 -
2015-01

B.COM

UNIVERSITY OF DELHI - DELHI

- B. com from the University of Delhi
- 12th passed from the CBSE board
- 10th passed from the CBSE board
- CIA+ (certified industrial accountant plus) Course

Proficiency

Tax

Compliance

Auditing

Documentation

And

Reporting

Salary

Preparing

Expense

Control

GST Return

Filing

TDS Return

Filing

Balance Sheet

Finalize

Tax Payments

Vendor

Payments

from ICA (The Institute of Computer Accountants)

- M.S Office
- Tally ERP
- Busy 14



Personal Information

- Father's Name: Hashim Ali
- Date of Birth: 07/06/91
- Gender: Male
- Nationality: Indian
- Marital Status: Married



Roles And Responsibilities

- **VRK HOME ESTATES PVT LTD**, Tally ERP 9. & MS Excel, Invoicing, Accounts Receivable/Payable, Bank reconciliation, GST Return, TDS Return & TDS Challan Payment, Compliances ROC, Auditing, Petty Cash maintenance, Salary Preparing, Coordination with sales and Tele callers, Administration, Preparing Assessment Document for Financial Year
- **MS INTERNATIONAL**, Tally ERP 9, Invoicing, Accounts Receivable/Payable, Export and import Documentation, BRC clearance, Vendor Reconciliation, Bank reconciliation, GST Return, TDS Return & TDS Challan Payment, Auditing, Petty Cash maintenance, Salary Preparing, Dispatch & Logistics, Administration, Preparing Assessment Document for Financial Year
- **ADVANCED FIRE & SAFETY PVT. LTD.**, Tally ERP 9, Invoicing, Accounts Receivable/Payable, Export and import Documentation, BRC clearance, Bank reconciliation, GST Return, TDS Return & TDS Challan Payment, Auditing, Petty Cash



Personal Details

Date of Birth: 6th July 1991

Nationality: Indian

Marital Status: Married

Gender: Male



Languages

Hindi, English &
Urdu

maintenance, Salary Preparing, Dispatch & Logistics, Administration, Preparing Assessment Document for Financial Year

- **CA Firm (S.P.L.A. & Co.),** Busy 14, Book Keeping, Bank reconciliation, Vat Return, C Form and D form Reminder, Auditing, Income Tax Return, Prepare P&L and Balance, TDS Return



Recreationalactivities

- Reading newspaper
- Travelling



Disclaimer

Herby I declare that all the above information is best in my knowledge



Certifications

2016-03

The Institute of Computer Accountants