

CURRICULUM VITAE

Md. Ansar Alam

H N-145 B/9, 3rd Floor, C-5 Kishangarh,
Vasant Kunj, New Delhi. 110070

Phone: +91 9891957415,

Email: ansartajpur@gmail.com

Linkedin Id: <https://www.linkedin.com/in/mohammad-ansar-alam-4b047796/>

PROFILE:

I am a postgraduate in Management. I had started my professional life with Indian institute of management Noida campus as academic assistant for 4 years. Then I switched my profile to accounts, where I worked with Gupta Beej Bhandar as an account assistant and then also worked with City furnish India Pvt Ltd Gurgaon. Presently I am working with TMF Services India Private Limited as an Executive (accounts & Taxation).

PROFESSIONAL SKILLS:

- Tally Prime
- M.S. office
- Zoho Book
- Quick Books
- SAP FICO

OTHER SKILLS:

- Team player
- Problem solving approach
- Good Listener

AREA OF EXPERTISE:

- Accounts Payable
- Accounts Receivable
- General accounting
- GST and TDS computation and return filling.
- Month end closure
- Client handling
- Vendor management

WORK HISTORY:

1. TMF Group India Private Limited, Gurgaon

Position: Executive (Accounts & Tax)

Period: September 2023 – present

➤ GL Accounting:

- Recording and posting all financial transactions timely in books of accounts.
- Preparation of Accrual and provision sheet, prepaid register. FAR and monthly ageing reports.
- Preparation of financial statements (BS and P&L).
- Bank reconciliation.
- Handling Employees reimbursement.

➤ Accounts receivable and accounts payable:

- Ensure timely settlement of supplier invoices following receipt of payment approval
- Maintain and keep track of all payables and expenditures, including purchase orders, invoices, statements, etc
- Maintain historical records, Creditor Aging, Prepaid expense amortizations
- Resolve all vendor queries and requests coming via e-mails
- To Execute Collection Accounting & Customer Clearing as per applicable tax compliance
- To Ensure accurate & timely customer refund & collection accounting as per nature of transaction.
- To ensure closure of Receivable Period as per month end closing timeline & Reports are flashed accurately & as per defined timeline.

➤ Statutory compliances:

- Independently handling GST return and ensure compliance with relevant regulations.
- TDS Payment & return filling.

➤ MIS reporting.

- Reporting monthly MIS on Cognos after monthly books closure.

2. City Furnish India Pvt. Ltd. Gurgaon

Position: Account Executive

Period: January 2022 – August 2023

- Update and maintain accounts payable, ensuring timely and accurate payment.
- Manage accounts receivable by issuing invoices to clients and tracking outstanding payments.
- Follow up on overdue payments and communicate with clients regarding.
- TDS and GST return filling.

- Inviting the quotation for purchasing furniture
- Preparing and Issue purchase order.
- Maintaining purchase register.

3. Gupta Beej Bhandar

Position: Account Assistant

Period: February 2017 to March 2020

- Handling day to day accounting and voucher entry in Tally.
- Bank reconciliation & payment collections.
- Debtors and Creditors reconciliation.
- Vendor reconciliation and making Vendors' payment.
- Stock maintenance.

4. Indian Institute of Management Lucknow (Noida Campus)

Position: Academic Assistant (Admin)

Period: December 2012 to October 2016.

- Assist the faculty in preparing course outline, identifying and collecting materials.
- Responsible for coordinating with programs for arranging for exams/quiz
- Distribution of course materials and perform any other related activities of the Institute.

ACHEIVEMENTS:

Awarded as best performer of the quarter in March 2024 in TMF.

EDUCATION:

❖ MBA (Finance & Marketing)

Maulana Azad National Urdu University, Hyderabad in 2012 with 71% marks.

❖ B. Com.

Lalit Narayan Mithila University, Bihar in 2009 with 55% marks.

❖ 12th (I Com.)

Bihar Intermediate Education Council, Patna in 2003 with 64% marks.

❖ 10th

Bihar School Examination Board, Patna in 2001 with 64% marks.

OTHER INFORMATIONS:

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|---------------------|---|----------------------------|
| ➤ Religion | : | Islam |
| ➤ DoB | : | 27th January 1986 |
| ➤ Language known | : | English, Hindi and Urdu |
| ➤ Permanent address | : | Tajpur, Samastipur, Bihar. |