

MD. TAUHID

Accounts Executive

PERSONAL DETAILS

House no 97, Block - A, Dwarka Sec -14 New Delhi
m06348279@gmail.com, 9006672393
Date of birth: September 15, 2002
Gender: Male
Civil status: Unmarried

PROFILE

A result-oriented and motivated B.Com graduate seeking a challenging role in a reputed organization where I can enhance my knowledge and skills, particularly in the field of Accounting and Finance, while contributing to the organization's success.

EDUCATION

Bachelor of Commerce (B.Com)	2019 - 2022
LNMU University, Darbhanga Bihar	
Senior Secondary (12th - Commerce)	2017 - 2019
J.N. College Nehra, Darbhanga Bihar	
Secondary (10th)	2016 - 2017
Janta High School Bazidpur, Darbhanga	

Additional Skills
Advance Diploma in Computer Application (ADCA)

EMPLOYMENT

Accounts Executive	Apr 2025 - Present
GALLIARD FREIGHT SOLUTIONS PVT. LTD., Dwarka New Delhi	
<ul style="list-style-type: none">Air Import BillingsAir Export BillingsCustom Clearance BillingsBank Payment UpdateBank Reconciliation	
Accounts Executive	Oct 2023 - Mar 2025
YGL LOGISTICS INDIA PVT. LTD., Rangpuri, Mahipalpur New Delhi	
<ul style="list-style-type: none">Sales & Purchase Billings handling	

- Journal voucher, Debit Note & Credit Note entry handling
- Bank Update & Reconciliation
- Ledger Maintenance & Reconciliation
- Generate E-Invoice
- Make Domestic Vendor payment
- Outstanding sheet prepared
- Credit control handle & Follow up on it
- GST & TDS report prepared
- Working on Remittance
- Debtors & Creditors or B2B Reconciliation

Accounts Executive

Apr 2023 - Sep 2023

G.T. CONSULTING, Bhikaji cama place, New Delhi

- Sales & Purchase entry handling
- Bank update
- GST R1 filling

SKILLS

Strong verbal and written communication

Bank Reconciliation

Ledger Maintenance & Reconciliation

GST & TDS Knowledge

Effective management & coordination skills

Quick learner with strong problem-solving attitude

Self-driven & result-oriented

LANGUAGES

Hindi

English

Urdu

HOBBIES

■ Listening Music

■ Playing Cricket

■ Traveling on group

■ Photography

■ Reading books

■ Writing oneself