

MOMIN MERAJ MOHD. SAJID

Since 3 years working at CA Rakesh M. Agrawal & Associates (Chartered Accountants) at Bhiwandi for the post of Accountant & Leader of GST Department.

SOFT SKILLS



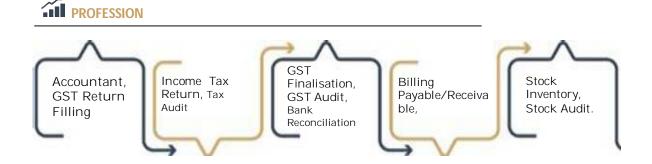
- All Basic Entry related to accounts Include Purchase, sales, payment, receipt, cash, Bank Reconciliation, Expense & etc.
- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Monthly Bank reconciliation, Debtors & Creditors
 Payment managements & Credit Control.
- Working & Finalization of GST, INCOME TAX & TDS all reports.
- Coordinating with Client & vendors for their gueries.
- Create accounting Financial Reports to help for making Balance sheet & Profit & loss account and others financial reports.
- Examining financial records to check for accuracy.
- Managing and training staff when necessary.
- Preparing financial statements, including monthly and annual accounts.
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable to be accurate.

OTHER EDUCATION

- Well Versed with Microsoft Word, Microsoft Excel and Power point.
- Computer Experience (3 Years)
- > Well Knowledge of Tally ERP 9.
- Other Software knowledge related to Accounts.

S EDUCATION

- Bachelor of Commerce from MumbaiUniversity, in 2021.
- Higher Secondary Certificate from Mumbai University, in 2018.
- Secondary School Certificate from Mumbai University in 2016.





Motivational Leader



Collaborator



Customer-Oriented



Innovator/Planner



Problem-solver



Strategic Thinker



Communicator



Secure a responsible position in account management, sharing my years working of experiences and advanced accounting abilities to effect employer growth and success.

OTHER SKILL

- Proactive and self-motivated Team Player
- Familiar with accounting software and Computers programs.
- A quick learner person.
- Problem analysis, use of judgment and ability to solve problems efficiently.
- Strong attention to detail and good analytical skills.
- > Give better result under team work.

PERSONAL DETAILS

Date of Birth : 08/07/2001

Language Known : English, Hindi & Urdu.

Address: 211, Dargha Road Momin Baugh, Momin Masjid Bhiwandi 421302.

Marital Status: UnmarriedNationality: Indian

No. of Dependents: 3

Passport No. : V3943011 (Valid till OCT 10 2031)