

# MD SHAQIB

## Assistant Accountant

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+91 7235917286

Ballia, UP – 221711

*Goal-focused Accountant with record of accurate reporting. Offering +2 year of experience handling finances for 2 locations. Processed profit &, balance sheet, payroll, reports, journals, expenditures and payments.*

## WORK EXPERIENCE

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### Associated Ventures - Junior Accountant

June 2022 – Current

Banda, UP

- **Bookkeeping and Financial Records:** Maintaining company ledgers, daily financial transactions, and ensuring all financial records are accurate and up-to-date.
- **Financial Reporting:** Assisting in the preparation of financial documents such as bills, invoices, pay-orders, payables, receivables, and purchase orders.
- **Payroll Management:** Handling payroll activities, including the release of salaries.
- **Reconciliation:** Identifying discrepancies in ledgers and accounts, tracking them to the source, and correcting them.
- **Coordination with External Parties:** Managing payment and billing details of external service providers, contractors, and vendors.
- **Bank Transactions:** Verifying payments and deposits made through the company account and coordinating with the bank.
- **Reporting:** Creating daily reports for management and team members.
- Prepare Daily Cash Book & pretty cash book and maintain Cash Records.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.

## EDUCATION

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### Jan Nayak Chandra Shekhar University - Bachelor of Commerce, Accounting

March 2016 – April 2021

Ballia

### Amar Shahid Bhagat Singh Inter Collage - Intermediate, Commerce

March 2016 – April 2021

Ballia

## SKILLS

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- MS-Excel - Advance
- Tally Prime
- GAAP
- Tax accounting
- MIS reporting
- Communication Skills & Teamwork

## CERTIFICATIONS

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- Advance Diploma in Financial Accounting (ADFA)