



## CONTACT

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## EDUCATION

2023 - 2025  
MAHARASHI UNIVERSITY

- Master of Business Management

2014 - 2017  
AFFILIATED LUCKNOW UNIVERSITY

- Bachelor of Commerce
- 53%

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Eager to Learn
- Critical Thinking

## LANGUAGES

- English (Normal)
- Hindi (Fluent)
- Urdu (Basics)
- Arabic (Reading)

# SYED MOHD HAMZA

## ACCOUNTANT

## PROFILE

I have been Focusing to work In a dynamic organization where i get an opportunity to contribute and update my knowledge & that would utilize my over all abilities, and knowledge skills help my career growth In prosperous manner. Now, I am looking forward to grow as "Accountant" and make sure that my efforts would help the department or an organization to have more clear and sharp Insight and we grow much and more compared to competitors

## WORK EXPERIENCE

• Worked as Accountant In Vikas Sales Corporation, Maheshwari Enterprises, Vlkas Product, S. Maheshwari Agencies from January 2018 to December 2022.

### Responsibility

- Maintain Balance Sheet, P & L Account customer account cash book stock register, and all financial accounting
- Preparation Profit & Loss A/c
- Maintain Books of Accounts
- Cash Handling
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Generating the Report as required by corporate through software
- Preparation of Voucher & Pay-In-Slip (Money Receipt)
- Accounts Reconciliation receivables & payable accounts
- Vendor Bills checking and process for Cheque and NEFT
- TDS, VAT, service Tax and Tally Entries
- Maintain All Accounting voucher entry
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors
- Maintain day to day Accounts & reporting time to time
- Stock Maintenance
- Maintaining Stock Register
- Monthly preparing GSTR 1 & 3 B
- Preparation Fixed Assets Chart
- Billing Computerized & Manual (Yearly Audit with C.A)

• Worked as Account Executive In Alvi Associates from August 2017 to December 2017

- Maintain Books of Accounts
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Preparation of Voucher & Pay-In-Slip (Money Receipt)
- Reconciliation receivables & payable accounts
- Vendor Bills checking and process for Cheque and NEFT
- TDS, VAT, service Tax and Tally Entries Maintain All Accounting voucher entry
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,
- Maintain day to day Accounts & reporting Corporate office on time to time
- Trading & P & L Working in Excel
- Maintaining Debtors Creditors List
- Maintaining Stock Register

## IT Exposure

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- Operating Systems Windows XP, Windows Vista, Windows 7, Windows 10
- Office packages MS-Office 2007 Ms Excel
- Tally Knowledge of Tally7.2 & 9.0 ERP & ERP Software.

## Specialty in Tally ERP

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- Trading organization
- Manufacturing organization Payroll
- Knowledge of Sales Tax, TDS, Excise, Service Tax

## Personal Details:

Father's Name: Syed Sajid Raza

Permanent Add: 235/54, Gali Shah Chara, Victoria Street Chowk, Vicrotia Street, Lucknow • 226003

Date of Birth: 01/01/1997

Language: English, Hindi,Urdu, Arabic (Read)

Nationality: Indian

Marital Status: Single

Hobbies: Traveling , Sports , Reading Novels