



# 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.

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## SOFT SKILLS

### PROFILE SUMMARY

- 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 queries.
- 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.



Motivational Leader



Collaborator



Customer-Oriented



Innovator/Planner



Problem-solver



Strategic Thinker



Communicator



### 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.

### EDUCATION

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



### PROFESSION





## Career Objective

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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

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- 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** : Unmarried

**Nationality** : Indian

**No. of Dependents** : 3

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