

# RASHID FIROZ AHMAD MOMIN

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## **WORK EXPERIENCE:**

### **Alison Fabrics as an Accountant from May 2016 to Present.**

- Data entry of day to day transaction like sales, purchases, expenses, cash and bank E Invoice & E Way Bills etc.
- Bank, customers, suppliers and reconciliation.
- GST, Income tax and TDS work.
- Finalization of account, preparation of Balance Sheet and Profit & Loss accounts.

### **Rakesh M Agrawal & Associates (Chartered Accountant) as an Accountant from April 2014 to May 2016.**

- Data entry of day to day transaction like sales, purchases, expenses, cash and bank etc.
- Bank, customers, suppliers and reconciliation.
- Sales tax, income tax and TDS work.
- Finalization of account, preparation of Balance Sheet and Profit & Loss accounts.

### **Roopchand Khandelwal & Co. (Chartered Accountant) as an Accountant from March 2012 to May 2013.**

- Data entry of day to day transaction like sales, purchases, expenses, cash and bank etc.
- Bank reconciliation.
- Customers and suppliers reconciliation.
- Sales tax, income tax and TDS work.
- Finalization of account, preparation of Balance Sheet and Profit & Loss accounts.

### **Kulsum Textiles (Cloth Manufacturing) as an Accountant from January 2011 to February 2012.**

- Data entry of day to day transaction like sales, purchases, expenses, cash and bank etc.
- Banks, customers, suppliers and stock reconciliation.

## **COMPUTER KNOWLEDGE:**

**Basic:** Windows, MS-Office, Internet.

**Accounting Package:** Tally.ERP 9 & Tally Prime

Working knowledge of Windows, MS-Office, Tally.ERP 9 and Tally Prime.

**EDUCATIONAL DETAILS:**

| <b>Qualification</b> | <b>Board/University</b> | <b>Year of Passing</b> | <b>Class</b> |
|----------------------|-------------------------|------------------------|--------------|
| B. Com.              | Mumbai University       | March 2014             | 1st Class    |
| H. S. C.             | Mumbai Board            | October 2010           | 2nd Class    |
| S. S. C.             | Mumbai Board            | March 2008             | 1st Class    |

**PERSONAL DETAILS:**

Date of Birth : 16th June 1992.  
Gender : Male.  
Marital Status : Married.  
Nationality : Indian.  
Religion : Islam.  
Languages Known : English, Hindi and Urdu.

**RASHID MOMIN**