



MAAZ ABDUL HAMID MOULAVI

Mob No:

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Address:

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Qasimiyah

Email ID:

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STRENGTH

To pursue a challenging position in a company with a dynamic environment which allows me to utilize my internet strengths, skills and offers scope for professional and personal growth.

OBJECTIVE

- Hardworking, Honest and enthusiastic.
- Ability to get along with people.
- Willingness to learn more & more.
- Ability to get others to do their work.

WORK EXPERIENCE DETAILS

May'19 – Mar'21

Iron Ridge & Scaffolding,
Pune, Maharashtra, India as
Accounting Assistant.

Feb'18 – Feb'19

AMB & Co. Chartered
Accountants, Pune,
Maharashtra, India as
Accounts & Audit Assistant.

WORK PROFILE AS ACCOUNTING

- Monitoring daily financial transactions related to accounts receivables, accounts payables, payroll, budget, and so on
- Preparing & submitting various MIS reports to provide feedback to top management on financial performance
- Contributing in handling cash, maintaining cash and bank transaction.
- Administering the transactions related to bank and preparing Bank Reconciliation Statements
- Performing monthly account reconciliations and monitoring general ledger transactions
- Steering efforts in preparing working VAT as well as scrutinizing of debtors and creditors ledger accounts
- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring compliance with regulatory accounting standards
- Periodically preparing cash flow & fund flow statements for monitoring the flow of working capital
- Coordinating in the preparation and maintenance of P&L Account and Balance Sheet.

TECHNICAL

MS Office, Tally
ERP9, Gst.

ACADEMIC QUALIFICATIONS

EXAMINATION	PASSING YEAR	BOARD/UNIVERSITY
B.Com	2019	PUNE UNIVERSITY
HSC	2014	MAHARASHTRA BOARD
S.S.C.	2011	DELHI BOARD

PERSONAL DETAILS

Date of Birth	18 th December 1995
Gender	Male
Nationality	Indian
language	English, Hindi, Marathi