

# ISHRAT ALI

## About Me



- 4 Years' experience
- July 18, 1992
- Dubai, UAE

- +971563827068
- Aliishrat375@gmail.com

## Finance and Accounts Professional

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

## Education

<b>Bachelor of Commerce</b> HEC PG college, Kankhal Affiliated to HNB Garhwal University Board Srinagar, Uttarakhand	Graduated, July 2014 Marks 63.1% Division 1 <sup>st</sup>
<b>10+2</b> Bal Bharati Sen. Sec. School, Haridwar CBSE Board New Delhi, Delhi	Graduated, July 2010 Marks 63.4% Division 1 <sup>st</sup>

## Professional Qualifications and Affiliations

<b>Masters of Business Administration (Finance)</b> College of engineering, Roorkee Affiliated to Uttarakhand technical university Dehradun, Uttarakhand	Post Graduated, July 2016 Marks 69.56 % Division 1 <sup>st</sup>
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## Career Highlights

To seek a motivating and challenging position in the industry and to be a part of creative group which would facilitate my creativity & which would contribute towards the growth of the organization as well as to make me grow as an individual. Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

## Skills

- Analytical ability
- Problem-solving skills
- Interpersonal skills
- Accounting skills
- Ability to communicate
- Attention to details

## Work Experience

March 2020 – Present  
**Reporting-Cash service**  
**Transguard Group**  
**Dubai UAE**

- **Duties & Job Responsibility:**
  - Checking the daily collection through ISA Software.
  - Tally each transactions with physical Deposit slips and make accurate.
  - Modification of error in transaction.
  - Prepare billing for Services.
  - Find out and reconcile each customer's cash with machine process and declared amount by Customer.
  - Make the report on daily bases and make credit on customer's account
  - Final report is send to Bank Coordinators.
  - Prepare Timesheet for Cash Service Staff.

May 2018 – Feb 2020  
**Accountant**  
**Jamak & Associates**  
**Delhi**

- **Duties & Job Responsibility:**
  - Reconciles financial discrepancies by collecting and analyzing account information.
  - Maintenance of books of accounts.
  - Preparation of vouchers like cash, bank, sales, purchases, & journal entries.
  - Reconciliation of bank statement, debtors & creditors, sales & purchases.
  - Maintenance of accounts of receivable & payable.
  - Maintaining cash & bank operations.
  - Acquisition of fresh clients for maintaining its accounts ledger.
  - Handle Account opening & Provide Loans of Fresh & Existing Clients.

June 2017 – April 2018  
**Accounts Assistant**  
Shreeji Propack Pvt Ltd  
SIDCUL, Haridwar, Uttarakhand.

- **Duties & Job Responsibility:**
  - Handle all types of Purchase & sales billing in ERP Tally.
  - Maintain daily MIS Report.
  - Up to date Bank Reconciliation
  - Monthly taking Physical Stock, Prepare Stock Valuation & Commercial Review.
  - Verification & Accuracy of Payroll Sheet.

April 2016 – May 2017  
**Payroll cum Accounts Assistant**  
Adeeb Payroll & Compliance  
Services  
New Delhi

- **Duties & Job Responsibility:**
  - Payroll Processing- Attendance tracking, Process Salaries.
  - Leave Adjustment, Salary Calculation, Loans & Advance Tracking & Adjustment.
  - Prepare Clients Service Billing & Up to date Bank Reconciliation Statement.
  - Acquisition of New Clients.

June 2015 – July 2015  
**Summer Internship Training  
In Finance & Accounts**  
Hindustan National Glass &  
Industries Ltd  
Rishikesh, Uttarakhand.

- **Duties & Job Responsibility:**
  - Learnt about Accounts process and procedures.
  - Billing process and Payment follow up.
  - Bank Reconciliation Statement.
  - Co-ordination with Store Department.
  - Accounts Payable And Receivable.



## Computer Proficiency

- MS Word 2010
- MS Excel 2010
- MS Power point 2010
- Tally ERP 9



## Languages

- Hindi
- English



## Area of Interests

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- Finance & Accounts
- Banking Process & Operations
- Payroll Process.
- Sales & Marketing



## Personal Details

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- Father's Name : Mohd Ramjaan
- Passport Number: P3831667
- Permanent Address: Haridwar
- Marital status : Single
- DOB: 18/07/1992
- Nationality : India
- Gender:Male

## Declaration

I, Ishrat Ali, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

(SIGNATURE)

Place: DUABI UAE

Date: 02/12/2020