

# NAMRAN HUSSAIN

Mobile: +91 9717063840

Email : [namranhussain@gmail.com](mailto:namranhussain@gmail.com)

## WORKING EXPERIENCE

Company Name	Position	Period	Years
Bir Horizons (Textile company)	Account Executive	01-Jan-21 to Till date	0.6 Yrs
Inficold India Pvt Ltd	Account Executive	24-Feb-20 to 23-Oct-20	0.8 Yrs
Space and Service LLP	Account Executive	16-Nov-17 to 23-Feb-20	2.4 Yrs.
Variation Electric Co. Pvt. Ltd.	Accountant	1-Nov-15 to 31-May-17	1.7 Yrs.
M/s Vijay Raj & Co. (CA Firm)	Article Assistant	3-Sep-12 to 2-Sep-15	3.0 Yrs.
M/s Vijay Raj & Co. (CA Firm)	Assistant Accountant	1-Apr-10 to 31-Aug-12	2.5 Yrs.

## CORPORATE WORK EXPOSURE

- ✓ Working on Microsoft Word, Advanced Excel & Tally ERP accounting software.
- ✓ Making all bookkeeping entries in Tally ERP, Sale, Purchase, Receipt, Payment.
- ✓ Preparation of data and filling of GST TDS Returns on regular basis.
- ✓ Payroll work, PF, ESI Calculations and payments.
- ✓ FEMA and Company law work.
- ✓ Expense Management according to policies and Cash book maintenance.
- ✓ Tax Calculations: GST, Income Tax, TDS etc.
- ✓ Fixed Assets and Inventory Management.
- ✓ Preparing P & L A/c & Balance Sheet, Cash flow and finalization of Accounts.
- ✓ Daily maintain and updating of bank and Bank Reconciliations.
- ✓ Preparation Quotations, Letters, Appointment & Resignation formalities.
- ✓ Prepare for and participates in internal audits in functional area.
- ✓ Management Information System Accounts Receivable and Payable Management on regular basis.
- ✓ Preparing (MIS) reporting on regular interval.

## EDUCATION QUALIFICATION

### PROFESSIONAL QUALIFICATION

Exam	Institution	Year	Result
------	-------------	------	--------

<b>CA Intermediate</b>			
IPCC Group-II	Institute of Chartered Accountants of India	2014	56.00%
IPCC Group-I	Institute of Chartered Accountants of India	2012	53.27%
<b>CA Foundation</b>	Institute of Chartered Accountants of India	2008	63.50%

#### ACADEMIC QUALIFICATION

Course/Exam	Institution	Year	Result
<b>B. Com (F&amp;A)</b>	I.G.N.O.U., New Delhi	2014	58.00%
<b>XII</b>	C.B.S.E., New Delhi	2007	75.05%
<b>X</b>	C.B.S.E., New Delhi	2005	63.05%

#### Computer Skills

- ✓ MS-Office(Word, Excel, PowerPoint etc.)
- ✓ Tally ERP 9
- ✓ Web-e-Tax, e-TDS, e-Service Tax, Busy, Computexetc.
- ✓ Various AccountingSoftwares

#### CERTIFICATES

- ✓ Certificate in Information Technology Course from Institute of Chartered Accountant of India.
- ✓ Certificate in Orientation programme from Institute of Chartered Accountant of India.

#### COMPETENCIES

- ✓ Dedicated and Devoted towards work
- ✓ Quick Learner
- ✓ Believe in Smart Work

#### PERSONAL INFORMATION

Passport No :: P1921425  
 Date of Birth :: 29<sup>th</sup>Jan, 1990  
 Religion :: Muslim  
 Languages Known :: English, Hindi  
 Father Name :: Mr. Imran Hussain  
 Mother Name :: Mrs. Yasmin  
 Hobbies :: Running, Internet surfing, Drawing Paintings.  
 Permanent Address :: House No A-54/10, Sanjay Nagar, New Delhi-110033

I hereby declare that the above mentioned are correct and true to the best of my knowledge and belief.

Date:15/07/2021