

# SHAKEEL AKHTAR



## CONTACT

### Address

Amilo, Mubarakpur,  
Azamgarh UP 276404

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akhtarshakeel886@gmail.com

## PASSPORT

Passport Number **B9467214**

Expiry **27/03/2034**

Issued in **Lucknow**

## PERSONAL DETAIL

Date of Birth 15/07/1996

Nationality: Indian

Gender: Male

## LANGUAGES

English, Urdu, Hindi

## KEY SKILLS

Decision making skills

Basic Knowledge of the MS Excel

MS Word and MS Power point

Familiar with Accounting Software

TALLY.ERP

Bank Reconciliation

Problem solving

Strong communication

skills Innovative

Positive attitude

Quick learner

## PROFILE SUMMARY

Completed MBA with good knowledge of Accounting and Finance, Good Communication skills and, Believe in teamwork with confidence of handling task individually

## EXPERIENCE

SENIOR ASSOCIATE ACCOUNTANT • AUGUST 2022-TO JULY 2024

I have 2 Year Experience of Accounting at Wipro Limited, Hyderabad, India

As a Senior Associate Accountant, I have performed miscellaneous tasks such as

- Preparation of Bank Reconciliations, Vendor Reconciliations, Branch reconciliations & Stock reconciliation
- Taking care of vendor payment on timely after invoice verification
- Calculation, Preparation of Salary Preparation and related processing, Advance tax, E-way Bill Generated & Delivery Challan
- Recording of day to day transactions
- Preparation of Payroll
- Regular Auditing of Books of Accounts
- Preparation of weekly/monthly financial reports such as Trial Balance, Receipt & Payment A/c, Income & Expenditure A/c and Balance Sheet

## EDUCATION

MBA FINANCE & MARKETING 2020-2022

Maulana Azad National Urdu University, Hyderabad

B.COM 2017-2020

Maulana Azad National Urdu University, Hyderabad

12<sup>th</sup> Passed from U.P Board at Allahabad 2014

10<sup>th</sup> Passed From U.P Board at Allahabad 2011

- PROFESSIONAL CERTIFICATION  
Avodha Edutech on Certified English and Excel Course

## Disclaimer

I hereby declare that all the information contained in this Curriculum Vita is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.