

Curriculum Vitae

Nazia Siddiqui

Contact No. : +919681102829
E-mail : 768nazia.khatoon44@gmail.com



ACADEMIC QUALIFICATIONS:-

- 2014 Diploma in **Certified Industrial Accounting (ICA)**, Kolkata. **(Dec2013-Jan2015)**
- 2011 **B.Com (Accounts Hons.)** from AJC Bose College affiliated to Calcutta University.
- 2008 **12th** from Bhawanipur Gujarati Education Society School (ISC), Kolkata.
- 2006 **10th** from St. Joseph & Mary's School (ICSE), Kolkata.

TECHNICAL QUALIFICATIONS:-

- Knowledge in Data-Filling, MS-OFFICE Suite, TDS Calculation, GST Calculation & filling, Internet Survey & Sound Knowledge of Income Tax Portal.
- **Software Expertise:** Accounting Software - Tally ERP 9 & Tally Prime, SAP-FICO (ECC Module6.0)

WORK EXPERIENCE: 9 YRS

- 2 years in Arhaams Accounting Solution as a Junior Accountant cum Admin Executive (Including Back Office Work). **(Sept'2011- Aug'2013)**
- 1 year in Tech-a-byte Pvt.Ltd.Co.(Telecom Co.) as a Coordinator & Office Executive cum Administrative Assistant. **(Jan'2014 - Feb'2015)**
- 2.5 years in Midaas Construction Co. as an Administrator cum Data Entry Operator for Company's Book-keeping & Accounting. **(May'2015 - Oct'2017)**
- 2 years in Axis Group (Jute Manufacturing Co.) as an Accounts Assistant cum Administrator for back Office Work. **(Jan'2018 - Dec'2019)**
- 2 years in Shivam Udyog as an Accountant cum Administrator. **(Aug'21 - July'23)**

WORK RESPONSIBILITIES:-

- Co-ordinate Office activities and Operations to Secure efficiency and compliance to company policies.
- Maintaining a secured channel between the lower-level staff and the Administrative or Managerial level staff.
- Supervise Executive staff and divide respective responsibilities to ensure performance.
- Arrange Meetings of the clients with the respective personnel or the Departmental Head.
- Create and update records and databases with Personnel, Financial and other related departments.
- Submit timely reports and prepare presentations/proposals that are assigned.
- Providing personalized administrative support to the desired executive team in a professional and timely manner.
- Support Budgeting and Book-keeping procedure (like daily cash transactions and petty cash expenses).
- Maintaining books of accounts and making entries in Tally.
- Maintaining Purchase and Sales Register.
- Depreciation Entries at the Year End for Account Finalization.
- Preparing TDS Journal Entries which is deducted by the Parties.
- Preparing GST payment Calculation & filling.
- Preparing GST Sales Invoice.
- Posting Journal- Ledger entries, making bank-reconciliation statement.
- Maintaining Accounts Receivables and Accounts Payables.
- Visiting Statutory Bodies for Accounts related work.

PERSONAL TRAITS:-

- Honest, Punctual, Helping & Co-Operative nature with good verbal, written & Interpersonal Communication skill.
- Fast Learner & Sharp minded.
- Working with Composure to meet deadlines.
- Adaptable with Dynamic Environment.
- Good and Active Listener

PROFESSIONAL SKILLS:-

- Leadership and mentoring
- Flexibility and handling pressure
- Conflict resolution
- Project management
- Collaboration and teamwork
- Communication and decision making

PERSONAL DETAILS:-

- Father's Name : Sk. Zulfiquar Hussain Siddiqui
- Date of Birth : 19-03-1989
- Nationality : Indian.
- Religion : Islam
- Marital Status : Unmarried.
- Gender : Female.
- Address : F44/2 Garden Reach Road Kolkata-700024.
- Languages Known : English, Hindi, Bengali
- Passport No. : **M-7523604** (Issue Dt:18/03/2015 - Exp.Dt:17/03/2025)

JOB PREFERENCE:-

Accountant Cum Administrator

DECLARATION:-

I hereby declare that all the information furnished above are true to the best of my Knowledge and belief.

Date -

Place -

(Nazia Siddiqui)