

ARAFAT MALIK



Contact

Address:

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LinkedIn:

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Languages

- Hindi
- Urdu
- Bangla
- English

Hobbies

- Laptops
- Watching Educational Videos
- Photography
- Learn Different Accounting Softwares

Summary

Experienced Client Service Representative with a demonstrated history of working in the Accounting and Finance industry. Skilled in Accounting, GST Return ESIC Return and Payment challan, e TDS Challan Payment.

Skill Highlights

- Tally (Prime +ERP 9)
- Account Payable
- Suntech Business Solution
- Account Receivable
- Bank Reconciliation
- Qiuckbooks Accounting Software

Experience

Accountant - Sep 2023 to Till Now

Beauty World Jewellery LLC, Deira, Dubai-UAE

- Generate Sales Invoice
- Purchase Invoice Entry
- Reconciliation Accounts Payable & Receivable

Accountant - Dec 2019 to Jul 2023

R.D. Advertising Pvt. Ltd, Allahabad, India

- Filing GSTR 1 & GSTR 3B
- Making RTGS details of Various News Papers
- News Paper Bills Entry in Tally Prime
- Reconcile GSTR 2A vs Books
- Monthly Tds Payment
- ESIC Return and payment Challan
- Bank Reconciliation

Accountant - Sep 2020 to Jul 2023

Kirti Sales (A unit of R.D. Advertising Pvt. Ltd.)

- Filing GSTR 1 & GSTR 3B
- Bank Reconciliation Statement
- All other voucher entries

Accountant - Feb 2019 to Jul 2019

Tandon Associates, Allahabad, India

- Prepare GSTR 1 Data,
- Purchase & Sales invoice entry In Busy Software and Tally
- Bank Entries
- Bank Reconciliation
- GST Registration

Accountant - Jan 2018 to Dec 2018

A.S. Associates, Allahabad, India

- Prepare GSTR 1 Data
- Purchase & Sales invoice entry In Busy software and Tally Erp 9
- Bank Entries
- Bank Reconciliation

Education

- Bachelor of Commerce - 2016-19

University Of Allahabad

- Intermediate - 2015-16
- Allahabad Inter College

High School - 2013-14

Allahabad Inter College