

ARAFAT MALIK



Accountant

+91 9198286759

Badshahimandi Allahabad India

arafatmalik56@gmail.com

<https://www.linkedin.com/in/arafatmalik786/>

EDUCATION

2013-14

High School

Allahabad Inter College

2015-16

Intermediate

Allahabad Inter College

2016-19

B.Com.

University Of Allahabad

SKILLS

- **TALLY ERP 9 (PRIME)**
- **Bank Reconciliation**
- **Quickbooks**

To seek a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.

WORK EXPERIENCE

Dec 2019 to Till Now

R.D. Advertising Pvt. Ltd [Accountant]

Filing monthly 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.

Sep 2020 to Till Now

Kirti Sales [Accountant]

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

Filing monthly GSTR 1 & GSTR 3B, Bank Reconciliation Statement, Match GSTR 2A with Books, Adjustment Entries after Filing GSTR - 3B, All other voucher entries.

- **Accounts Receivable & Payable**
- **VAT Accounting**
- **Busy Accounting Software**
- **Course on Computer Concepts**
- **GST FILING**

Feb 2019 to Jul 2019

**Tandon Associates [Accountant]
(A Law firm)**

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

Jan 2018 to Dec 2018

A.S. Associates [Accountant]

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

PERSONAL DETAILS

- **Father's Name : Mr. Jakir Ali**
- **Date Of Birth : 10th Oct 1996**
- **Marital status : Unmarried**
- **Gender : Male**
- **Religion : Islam**
- **Nationality : Indian**