

# Faisal Ali

Jr.Accountant

To secure a challenging position in an organization where I can contribute the best of my knowledge to the organization's success to achieve high career growth through the continuous learning process and hard work.



faisalali2103@yahoo.com

7354239647

Budhwara,Bhopal M.P, Bhopal, India

## EDUCATION

### M.B.A. Human Resources and Finance

Corporate Institute Of Management College bhopal.

08/2019 - 11/2021

### B.com

Saifia Science College

06/2015 - 05/2018

#### Courses

- 10th- 47%
- B.com- 56.28%
- 12th- 56.80%
- MBA- 72.36%

## WORK EXPERIENCE

### Jr Accountant (Intern)

Rajneesh Agarwal & Associates

09/2024 - Present

Chartered Accountant Firm Bhopal.

Bhopal

#### Achievements/Tasks

- Manage the accounting of companies, education, manufacturing, and enterprises through the ERP software.
- Learning and preparing the filling process for taxation parts such as GST, TDS, TCS, and ITR.

### Account Executive

Decora Lifestyle Furnishings.

11/2022 - 07/2024

Bhopal

#### Achievements/Tasks

- Maintain Billing and Invoices and Inventory Management.
- Record Bank Statement Entries & Finalyse BRS and others accounting activities and record account payable and recievable financial transaction In the ERP software.
- Basic Return & Filling Process Knowledge about GST,TDS & ITR.

### HR Executive

Help Overseas Immigration Pvt Ltd

04/2021 - 04/2022

Pune

#### Achievements/Tasks

- Recruitments.
- Joining Formalities.
- Exit Formalities.
- Others Core HR Activities.

## SKILLS

Taxation

Accounting

Email Writing

Outlook

Strong communication skills

Ms Excel

Ms Word

Tally Erp Software

Recruitment

HR Executive

Inventory

## CERTIFICATES

Tally ERP Software

## LANGUAGES

Egnlish

Full Professional Proficiency

Arabic Learning

Elementary Proficiency

Hindi

Full Professional Proficiency