

Sahzeb Afaq Ahmad

Uttar Pradesh India | +971 529340676 | ksahzeb718@gmail.com

Professional Summary

Commerce graduate with strong foundational knowledge in accounting and finance, backed by a Certified Industrial Accountant certification. Skilled in bookkeeping, GST compliance, bank reconciliation, and inventory management. Proficient in Tally, Microsoft Excel, and Advanced Excel with a keen eye for detail and accuracy. Eager to begin a professional career in finance or accounting.

Skills and Expertise

- Technical Skills: Tally ERP, Microsoft Excel, MS Word, Advanced Excel
- Accounting Skills: Bookkeeping, GST Filing, Invoicing, Billing, Bank Reconciliation, Journal Entries
- General Skills: Data Entry, Inventory Management, Computer Literacy, Documentation.
- Soft Skills: Attention to Detail, Time Management, Problem-Solving, Adaptability, Communication Skills, Team Collaboration

Education

Bachelor of Commerce | Siddharth University, Uttar Pradesh | Completed: 2023

Intermediate (12th Grade) | UP Board | Completed: 2020 | Percentage: 61%

High School (10th Grade) | CBSE Board | Completed: 2017 | CGPA: 8.4

Certifications

CIA (Certified Industrial Accountant)

Grade- Achieved Grade "A" in Certified Industrial Accountant

Institute- ICA EDU SKILLS

Completed professional training in:

- Financial Accounting and Bookkeeping
- GST and Taxation Compliance
- Tally ERP with Inventory Management
- Microsoft Excel (Basic to Advanced)
- Business Communication and Computer Literacy.

Projects and Practical Training

- Practical GST Filing Simulation (ICA Training Program)
- Prepared mock GST returns and filed simulated entries using Tally ERP.
- Gained hands-on exposure to input tax credit calculations and monthly filings.
- Accounting Software Lab (ICA Practical Module)
- Maintained daily transaction records in Tally.
- Processed journal entries, ledgers, and reconciliation exercises.
- Demonstrated accuracy and speed in data entry and ledger management.

Carrier Objective

- To begin my career as an accounting professional in a reputable organization where I can apply my academic knowledge and practical training in bookkeeping, GST, and financial reporting, while continuing to learn and grow.

Language

English, Hindi

Passport Details

Passport Number: C3852163

Place of Issue: Lucknow

Date of Issue: 21/10/2024

Date of Expiry: 21/10/2034

Nationality- Indian