

# Raees Alam

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## Profile

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I am an Indian finance account manager, I have performed a variety of tasks that may include assisting the accountant with reports and client settlement transactions, developing and implementing operational procedures and policies, and monitoring and analyzing accounting data.

## Education

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- 10+2 CBSE School New Delhi India Apr 2009- Mar 2012
- Bachelor of Commerce foundation Accounting in Commerce July 2012 – Dec 2015 IGNOU -New Delhi New Delhi India
- Master of Commerce in Specialization in International Business Operations Jan 2021 –Mar 2023 IGNOU New Delhi India
- MBA Dual Course Account Finance & Operation Nov 2021-Feb 2023 Swami Vivekananda Subharti University - Meerut Uttar Pradesh Meerut India
- India Diploma in UK/US Taxation Global Accountancy Professional Program Nov 2022-Feb 2023 Bombay Stock Exchange Institute Ltd -Delhi ▪ New Delhi

## Technical Skills

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Excel Google Drive Reylon Payroll Software Knowledge of accounting practices Customer Satisfaction Management and Reporting Cash Register Operations Database Admin Microsoft Excel Vlookup Xlookup Privde Table Dashboard Leadership Strategies that drive business growth. MIS Reporting, Tally Prime, Busy ERP GST/TDS Taxations, Zoho CRM, Saiba Insurance ERP,and Poliyfx Erp **HRMS** Application ,GST E-Way Bills.Etc

## Work

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- **Sgnco Green Resource Pvt Ltd Sector 41 South City-1 Gurgaon Haryana India Account Manager Feb 2023 – Present 2024**

(The leading Indian enterprise, providing various scrap management services including metal scrap inspection and consulting services)

- Coordinating daily accounting activities creating journal entries in the accounting systems.
- Administering payrolls, payables and receivables controlling income and expenditure.
- Review Sale Revenue/ Purchase Invoice Creditors/Debtors
- Review Reports Credit Card Statement and reimbursement/Imprest Cash in hand Ledger verify bills Data.

- Review Account receivable/Account Payable payments Collection of Debtors, Creditors suppliers.
- Preparation GSTR-1, GSTR-2A/GSTR2B, GSTR-3B, GSTR-9, GSTR-9C, Return filling and Challan.
- Preparation Dashboard, KPI Monitoring Preparation and Analysis of weekly/Monthly MIS Report with Budget Vs Actual EBITA /PAT
- Handling TDS Return File 26Q/24Q form 16A/16B, Services Tax's TDS Challans
- Preparation Employee Salary Payroll ESI PF Challans Returns & Income Tax Filling.
- Handle 26As Reconciliation and Clear all Tax submissions in compliance with regulatory requirements Demands Interest Etc.
- Monitor and reconcile bank statements, ensuring adherence to bank compliances and policies.
- Preparing manual and automatic accounting entries.
- Preparing the monthly profit and loss, trail balances and balance sheet.
- Tax reporting and inventory processing
- Collecting and analyzing data, which is then used in the preparation of weekly and monthly estimates. Preparing financial statements
- Assisting with the preparation of year end accounts and statutory accounts. Examining financial records to check for accuracy.
- To Reporting to company Directors

➤ **Optima Insurance Brokers Pvt Ltd Greater Kailash-2 New Delhi Asst-Account Manager Sep 2016–Jan 2023**

(The company works in Corporate Insurance & General Insurance with all Insurance companies.)

- To Handling TAX RETURN GST RETURN, TAX, Bank Transaction like Foreign Remittance 15CA/15CB Latter for Credit Deposit, Withdrawal, RTGS, NEFT, DD
- To Handling Account receivable/Account Payable Payments Collection of Debtors, Creditors suppliers.
- To Handling Payment, Receipt, Journal, Contra and Reconciling Intercompany Balance Etc.
- Handling TDS Return File 26Q/24Q form 16A/16B, Services Tax's TDS Challans Preparation Employee Salary Payroll ESI PF Challans Returns Income Tax Filling. Handle 26As Reconciliation and Clear all Tax TDS Demands Interest Etc.
- Preparation and Analysis of weekly MIS Report and monthly review balance sheet, P& L, and finalization final Company Income Tax Return of balance sheet Closing of monthly books.
- Handling HR Administration and IT works
- To Handling Foreign Visa related work and booked the Air Ticket Domestic/international and hotel booking
- To Reporting to company CFO & Directors.

➤ **Kapsa Wellness Pvt Ltd ▪ Gurgaon Haryana ▪ India Senior accountant Feb 2013 – Aug 2016**

(The company works in Health and Hospitality)

- To Handle Invoice Inventory for like LIFO/FIFO MIS method Report and stock check and reconcile Preparation Daily Customers make a voucher sale & purchase tax return Filling. B2B Sale, Debit Card & Credit Card Sale Property
- Creditors/Debtors Reports Credit Card Statement and bills verify Inter Company Ledger/Data Reconcile Etc.
- To Reconciliation all BRS Statement and handle petty cash, Imprest, Reimbursement. Etc.
- To Handle Matters Relating to Service Tax /VAT Return TAX, CST, C Form H Form F
- Preparation GSTR1 GSTR2 and GST3B Return filling and Challan.
- To Handling Bank Transaction like Deposit, Withdrawal, RTGS, NEFT, DD, Bills
- To Handling Account receivable/Account Payable Payments Collection of Debtors, Creditors suppliers Payment, Receipt, Journal, Contra
- To Reconciling Inter Company Balance Data & Report Etc.
- To Handling TDS Return File 26Q/24Q form 16A/16B, Services Tax's TDS Challans
- To Reporting to company Directors of monthly sales and profit and preparing Financial Status Reports. Final ITR of balance sheet & Auditing with CA.

## ➤ Achievements

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- Received prestigious awards for consistently demonstrating exceptional work ethic and surpassing performance expectations, as acknowledged by supervisor and colleagues.