**Farhan Ahmed Chaudhari.**

Best Swasadan CHS,

A/401, Liliya Nagar,

S.V Road,

Goregoan (West),

Mumbai – 400104.

Maharashtra, India

Mob: +91-8286321757

Email: ahmedfarhan1995@gmail.com

**Personal Details:**

**Date of Birth : 7**th Aug 1995.

**Marital Status :** Single

**Languages Known :** English, Hindi, & Marathi.

**Career Objectives:**

To apply the cross functional experience gained and serves the Organization with Complete Devotion & Utmost Ability, responsibility, Authority and accountability of mine in the role of Accounts.

**Leadership Qualities:**

Co-ordinate with the various departments to collect & submit monthly report to the management.

**Quest for knowledge**:

Having interest to gain additional knowledge in the field of Accounts, Taxation and Import Export.

Different Jobs enable to learn different type of policies and procedure in the accounting work which indirectly provides some knowledge.

**Work Experience**

1. Currently working in **CMA CGM Shared Service Centre** as Operation Support Associate.

**Duration** 21st December’ 2016 to up till now

**Project CMA-CGM SSC Operation support**

**Designation** Executive (DDSM Op Support)

**Job Profile**

* Communicating with **Portugal, Philippines, Indonesia & Japan** clients and customer through emails.
* Preparation of Weekly and Monthly reports using **MS Excel, Word** and sending report **to Portugal, Japan, Indonesia** and **Philippines Agency**.
* Pulling data from the system **(LARA),** making allocation and doing audits.
* Maintaining RFI report and responding to customer within deadline given by Agency.

**Applications:** LARA Microsoft Word 2003, Microsoft Excel 2003, Citrix, Outlook.

**CMA-CGM SSC**: Shared Service Centre is logistic company here we look Invoicing of the containers for Import/Export the cargo through containers by vessels. This is the type of transportation through seaways. Here we deal with the Dealer for containers.

1. Worked in **Construction & Redevelopment as Accounts Assistant.**

**Duration July**’2013 to **Mar**’2016

**Department** Accounts

**Designation** Assistant of C.A & Accountant (Accounts Assistant)

**Job Profile**

1. Accounting Entry in tally of Journal voucher, Payment voucher, Contra, Receipt etc.
2. Online banking

* Payment of vendor, download bank statement,
* Online transfer of fund from RTGS, NEFT & Net banking.

1. Bank Reconciliation on weekly basis.
2. Salary computation & Tenants payment.
3. Monthly preparation of Excel report statement for Purchase, Expenses and petty cash.
4. Corresponding independently with Customer regarding issue pertain to Accounts, Tax or Billing.
5. Manual Entry in Book keeping for all vendor and payment.
6. Follow up with senior for day to day Accounting related work and activity.
7. Obtaining Draft, Receipt Letter, Demand letter and bank statement in Ms Excel and MS office.
8. Maintain proper filling of document.

* Minutes, Legal document, Agreement of flat owner, Sales and Purchase Invoice, Petty cash voucher, Bank statement Etc.

1. Handling of Cash.

* Cash deposit, Cash withdrawal, petty cash handling, vendors payment and staff salary.

1. Reconciliation of all billing document on regular basis.
2. Pickup and deliver all document.

**Applications** Tally ERP-9.

**Work Strength:**

Positive in work, teamwork, better understanding, hardworking, accept

Responsibility, respect others ideas and view.

**Education Qualification**

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| --- | --- | --- |
| B.COM | April – 2016 | Mumbai University |
| H.S.C | March - 2013 | Maharashtra Board |
| S.S.C | March - 2011 | Maharashtra Board |

**Computer Literacy:**

**MS-Office**

* MS-Word (Basic)
* MS-Excel (Basic)
* Internet
* Tally ERP9
* Lara
* Report making

**Personal Memoranda:**

Date of Birth **:** 7th August 1995

Nationality **:** Indian

Linguist Proficiency       **:** English, Hindi, & Marathi

Mobile **:**     **+918286321757**

Father’s Name             **:**  Abubaker Chaudhari

Permanent Address     **:** Best Swasadan CHS, A/401, Liliya Nagar, S.V Road,

Goregaon (West),

Mumbai – 400104.

E-mail **:** ahmedfarhan1995@gmail.com

**Interests**

Web Surfing, Music, Singing, & Football.

**Date:**

**Place:**

**(Farhan Chaudhari)**