

MOHAMMED ZAID ZAHIR PATWEGAR

CONTACT

📞 9595168926

✉️ zaidpatwegar11@gmail.com

PROFILE SUMMARY

M.Com aspirant looking for an opportunity in a reputed organization where I can hone my knowledge and skills in the field of finance and finance management

SKILLS

- Tally ERP 9
- SAP FICO
- MS Office

WORK EXPERIENCE

New Poona Auto Works Accountant

JUNE 2023 - JUNE 2024

- Ensuring timely filing of the GST returns on a monthly basis
- Investigated and resolved issues related to GST while releasing payments
- Managing and maintaining payroll for employees
- Monitoring the receivables from third party
- Liaise with internal and external auditors.
- Responsible for maintaining accurate accounting files for tracking Company revenues and related expenses
- Preparation of necessary documentation to support tax return information and payments made to taxing jurisdictions

SKILLS

- Team Leadership
- Problem Solving
- Decision Making
- Good communication skills
- Active Learning

EDUCATION

- **Poona College of Arts, Science and Commerce,**
Degree- M.com Business administration (pursuing)
- **Poona College of Arts, Science and Commerce,**
Degree- Bachelor of Commerce (B.com)
Pass out- April 2022, percent scored- 73% (first class with distinction),
Specialization- Business administration
- **Arihant College of Arts Commerce & Science, HSC**
Pass Out- February 2019
- **Kroot Memorial School, SSC**
Pass Out- March 2017

LANGUAGES

- English
- Hindi
- Marathi
- Urdu