

Curriculum Vitae

Nazia Siddiqui

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OBJECTIVE:-

A position in a result oriented company that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continuous growth and advancement.

ACADEMIC QUALIFICATIONS:-

- 2014 Diploma in **Certified Industrial Accounting (ICA)**, Kolkata
- 2011 **B.Com (Accounts Hons.)** from AJC Bose College affiliated to Calcutta University.
- 2008 **12th** from Bhawanipur Gujarati Education Society School (ISC), Kolkata.
- 2006 **10th** from St. Joseph & Mary's School (ICSE), Kolkata.

PERSONAL TRAITS:-

- Honest, Punctual, Helping & Co-Operative nature with good verbal, written & Interpersonal Communication skill.
- Fast Learner & Sharp minded.
- Working with Composure to meet deadlines.
- Adaptable with Dynamic Environment.
- Good and Active Listener

PROFESSIONAL SKILLS:-

- Leadership and mentoring
- Flexibility and handling pressure
- Conflict resolution
- Project management
- Collaboration and teamwork
- Communication and decision making

TECHNICAL QUALIFICATIONS:-

- Knowledge in Data-Filling, MS-OFFICE, TDS Filling, TDS Return, GST Calculation & filling & TALLY-ERP 9 & Tally Prime.

WORK EXPERIENCE:-7 YRS

- 2years in Midaas Construction Co.as Administrator cum Data Entry Operator for Company's Book-keeping & Accounting.
- 1year in Tech-a-byte Pvt.Ltd.Co.(Telecom Co.) as a Coordinator & Office Executive cum Assistant.
- 2years in Arhaams Accounting Solutions as an Administrator Cum Accounts Executive Cum Personal Assistant (Including Back Office Work).
- 2years in Axis Group as Accounts Executive cum Office Executive Assistant for back Office Work.

WORK RESPONSIBILITIES: -

- Co-ordinate Office activities and Operations to Secure efficiency and compliance to company policies.
- Maintaining a secured channel between the lower-level staff and the Administrative or Managerial level staff.
- Supervise Executive staff and divide respective responsibilities to ensure performance.
- Arrange Meetings of the clients with the respective personnel or the Departmental Head.
- Create and update records and databases with Personnel, Financial and other related departments.
- Submit timely reports and prepare presentations/proposals that are assigned.
- Providing personalized administrative support to the desired executive team in a professional and timely manner.
- Support Budgeting and Book-keeping procedure (like daily cash transactions and petty cash expenses).
- Maintaining books of accounts and making entries in Tally.
- Maintaining Purchase and Sales Register.
- Preparing TDS payment & making TDS return filling.
- Preparing GST payment & filling.
- Posting Journal- Ledger entries, making bank-reconciliation statement.
- Maintaining Accounts Receivables and Accounts Payables.

PERSONAL DETAILS:-

- Father's Name : Sk. Zulfiquar Hussain Siddiqui
- Date of Birth : 19-03-1989
- Nationality : Indian.
- Religion : Islam
- Marital Status : Unmarried.
- Gender : Female.
- Address : F44/2 Garden Reach Road Kolkata-700024.
- Languages Known : English, Hindi, Bengali

JOB PREFERENCE:-

Administrative Coordinator cum Accounts Executive Assistant.

DECLARATION:-

I hereby declare that all the information furnished above are true to the best of my Knowledge and belief.

Date -

Place -

(Nazia Siddiqui)