**RESUME**

**Mustafa Faridi**

**Vill:-**Pasiyahi, P.O:- Bidyapur, Dist:-Mirzapur

**E-Mail:-**rehan.faridi46@gmail.com

Con. No: - +91-8918172464/7398935367

**OBJECTIVE:-**

To obtain a position as an Accountant in a reputed firm and contribute to the Growth of the firm through my work and further developer my skills across different areas to maximize my expertise and efficiency in the position.

* **Presently (January-2018) to Till date, working with Modern Road Makers Pvt. Ltd ( Subsidiary Of IRB infrastructure developers Limited) as Sr. Executive Accounts in Dankuni, Hooghly West Bengal**

Project Name: **-**Six lining of National Corridor NH-19 from Palsit to Dankuni ( up to NH-6 Connector ) from 588+870 to 652+700 in the state of West Bengal (length 68 Km.) under Bharatmala Pariyojna to be executed on BFT (Toll) basis.

**Main Responsibilities:-**

* Maintain day to Day Cash, Petty cash & bank Transaction.
* Monitor and resolve bank issues and prepare of Bank Reconciliation Statements.
* Maintaining of vendors and contractors account ledgers
* Posting of purchase, payment, receipt & Journal Voucher.
* Verification of Bills according to the purchase order & Work Oder.
* Reconciliation of Bank statement.
* Assist to preparation of daily, monthly finance statement, MIS Report and yearly closings
* Maintain & update of sub contractor’s lease rent & other deposit sheet.
* Prepare reports on Account Payable.
* Generating hire vehicles, rent bills for various projects.
* Maintaining the official Files.
* Handling of Staff salary, muster roll payment, and vendor and contractor payment.
* Maintain NEFT, RTGS and all type payment tractions records.
* Preparation of monthly fund requirement statement.
* Reporting daily accounts work activity to project in charge.
* Reconciliation and physical verification of fixed assets.
* Assist to preparation of monthly, quarterly and year- end close process.
* Having regular interaction with senior financial officers the company.
* Preparation of Cheques and entry into accounting systems and distribute to the party’s
* Handling of employee reimbursement as per company policy.
* Taking care of site administrative activities.
* Complete for new joining staff formalities & send document to project & head office.
* Maintain attendance at site & reporting to project & head office.

**Previous Employers**

**Modern Road Makers Pvt. Ltd (Subsidiary of IRB infrastructure developers Limited)**

**Worked as a Accounts Executive at Kherwara Udaipur Rajasthan on date January 2018 to July 2021**

Project Name: - Project Name: **-**Six lining from km 287+400 to km 401+200 section of NH-8 in the state of Rajasthan & Gujarat (length 113 Km.) on DBFT (Toll) under NHDP PHASE V (Package –V)

**KCC Buildcon Pvt. Limited**

**Worked as a Accounts Executive at Sagar Madhya Pradesh, date October 2017 to January 2018**

Project Name: - Widening and reconstruction of Madhya Pradesh District Road II Sector Project Package No-7 (Maharajpur – Sahajpur Road) MP MDR 31.08.Samnapur Bilehara Nanhi Deori, Narayanpur Road (MP-MDR 31-29) Kesli Sahajpur Road (MP-MDR 3-30)

**RDS Project Limited**

**Worked as a Accounts Executive at Lawngtlai, Mizoram on date January 2015 to September 2017**

Project Name: - Construction of new 2-lane Highway from km 0 to 38 km & 71+00 to 99+83 km. (On river Zochan on Indo- Myanmar Border)(Length = 66.83 km) in Mizoram to Support Kalandal Multi-Modal Transit Transport Project in Phase ‘A’ of SARDP-NE.

**M/S Brahmaputra infrastructure limited.**

**Worked as a site Accountant at Lohardaga, Jharkhand on date Feb.2013 to Oct.2014**

Project Name: - Widening to 2 Lane of Lohardagakisko More to Rechugute road From Km To 0.000 to 31.500 in Jharkhand under LWE Scheme. Job No:-LWE/JH/2010-11-190

**Shree Balaji Roadways.**

**Worked as a Billing Executive at Kandiwali (Mumbai) on date March 2011 to December 2012**

Project Name: - Contractor of Mahindra & Mahindra Limited. Tractor Division

* **EDUCATIONAL QUALIFICATION:-**

M.Com. pass from V.B.S Purvanchal University Jaunpur 2009

B**.**Com. pass from V.B.S Purvanchal University Jaunpur 2007

Intermediate pass from U.P Board Allahabad 2004

High school Pass from U.P Board Allahabad 2002.

* **COMPUTER SKILLES:-**

Working knowledge of Tally, ERP, and SAP (FICO) Excel & Word.

Basic Course in Computer Application from ACME Computer

Mirzapur.

* **LANGUAGE KNOWS: -** Hindi, English, & Urdu
* **PASSPORT DETAILS:-**

Passport No: - J1094411

Place Of Issued: - Lucknow

Issue Date: - 30.06.2010

Expiry Date: - 29.06.2020

* **PERSONAL DETAILS:-**

Date Of birth: - 2nd Jan’1985

Father’s Name: - Shri.Gulam Sarvar

Gender: - Male

Permanent Address: - Vill:-Pasiyahi, Post :-Bidyapur, Dist :-Mirzapur

(Uttar Pradesh

Marital Status: - Married

Nationality: - Indian