

ABDUL SAMAD

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Shahjahanpur, Uttar Pradesh

PROFESSIONAL SUMMARY

Detail-oriented BBA graduate with practical knowledge of Tally Prime 7.0 and Microsoft Excel, supported by a strong understanding of accounting principles, bookkeeping, GST compliance, TDS, and Income Tax fundamentals. Skilled in maintaining financial records, preparing accounting reports, and supporting compliance activities. Seeking an Accountant, Tax Assistant, GST Executive, or Accounts Executive role to contribute analytical skills while continuing professional growth.

EDUCATION

Bachelor of Business Administration (2023-26)- MJPRU, Bareilly

Class XII (2023) – UP Board – First Division with Honours

Class X (2021) – UP Board – First Division

SKILLS

MS Office tools: Microsoft Excel, Word and PowerPoint

Accounting Software: Tally Prime 7.0

Tax and Compliance: GST Compliance, TDS, Income Tax

AI Tools: Prompt Engineering

Typing Proficiency: 48 WPM

Others: Bookkeeping, Bank Reconciliation, Financial Accounting

PRACTICAL TRAINING

Practiced accounting transactions using Tally Prime 7.0.

Created company data and vouchers in Tally Prime.

Generated accounting reports including Trial Balance, P/L Account, and Balance Sheet.

Recorded GST-enabled purchase and sales transactions in Tally Prime.

Strengthened Microsoft Excel skills for accounting documentation.

CERTIFICATIONS

AFTP Certification

Microsoft Excel Certification

TDS Certification

NISM Certification

Generative AI & Prompt Engineering

Typing Speed Certification