

**Faizan Ali**

**Address –** Stainley road beli campus Prayagraj U.P. INDIA

**E-mail –** [faizanshaikh2586@gmail.com](mailto:faizanshaikh2586@gmail.com)

**Contact no. -** +91 9140967064



## Objectives

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Intend to build a carrier with leading corporate of hi-tech environment with committed people, which will help me to explore fully and realize my potential. Willing to work as a player in challenging & creative environment.

## Work Experience

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### **BRANCH MANAGER**

**SMV Green Solutions Pvt. Ltd**

**Varanasi U.P. India**

**October 2020 Till Present**

Currently looking after a branch handling team size of 15 employees, Organizing and executing training programs for branch personnel, Evaluating employee performance and providing feedback and coaching as needed, Developing and implementing sales plans, Conducting regular sales and operations meetings, Increasing brand awareness for the company within the community, Interacting with customers on a regular basis to ensure satisfaction and gain useful feedback Resolving customer problems as needed Adhering to high ethical and professional standards

**Website-** smvgreen.com

**E-mail –** smvgreensolutions@gmail.com

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### **Account Executive**

**SMV Green Solutions Pvt. Ltd.**

**Prayagraj U.P. India**

**September 2019 – September 2020**

#### **Job Duties:**

- Preparing quality and focused analytical reviews that support the financial reporting of the company.
- Implementing necessary changes required in finance operations across the company.
- Taking the lead role in all financial planning activities.
- Ensuring that all accounting records company to company and statutory requirements.
- Quickly and effectively solving customer complaints. Troubleshooting and preventing possible customer's dissatisfaction.
- Taking Part in Management to prepare the Sales & Marketing strategy to increase Sales.
- Accounts Payable, Accounts Receivable, MIS Reporting on a Day to Day Basis.

**Website-** smvgreen.com

**E-mail –** smvgreensolutions@gmail.com

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## **Accountant Executive**

CA Ankit Pawan Agarwal and Associates

761b/572, Mumfordganj, (Near Nigam Chauraha) Allahabad

November 2018 – July 2019

### **Job Duties:**

- Handling more than 50 Clients Accounts
- Maintaining balance sheet sub ledgers and performing monthly reconciliation
- Filing GST returns and TDS returns.
- Performing internal Audit, Tax Audit.
- Dealing with Clients resolves their problems.

**Contact : 9455605133, 0532-2250696**

**E-Mail – ca\_ankitagarwal@hotmail.com**

## **Accounts Assistant**

Accounts and Tax Consultancy :

1<sup>st</sup> floor, 248-H/24, Hasting Road (opp. I.G. Zone Residence), Ashok Nagar, Prayagraj

April 2018 – October 2018

### **Job Duties:**

- Dealing with Clients resolve their problems and ask them for data
- Collecting, summarizing, analyzing and journalizing data and preparing accounts and GST reports.
- Preparing Final accounts.
- Dealing with any queries from the auditors.
- Responsible for the full range of financial reporting carried out within the various departments within the company.

**Contact : 9415309934, 0532-262445**

## **Personal Skills**

- Ambitious
- Hardworking
- Positive attitude
- Honest

## **Academic Qualifications**

**M.com** from Nehru Gram Bharti University 2019

**B.com** from University of Allahabad in, 2017

**Inter Mediate** From Janta Intermediate College Mau Aima Allahabad in, 2014

**High school** From Janta Intermediate College Mau Aima Allahabad in, 2012

## **Technical Education**

**Tally ERP 9 (with GST)**

**MicroSoft Office 2007/2012.**

**PERSONAL DETAILS**

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**Name** : Faizan Ali  
**Date of Birth** : 09-05-1997  
**Gender** : Male  
**Language known:** Hindi, English  
**Contact No.** : +91 9140967064  
**E-mail** : faizanshaikh2586@gmail.com

**Declaration**

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I hereby declare that the information provided above is true to the best of my knowledge And belief. I will solely be responsible for any discrepancy found in them.

**Place : Varanasi**

**(Faizan Ali)**