

RESUME

ATHAR RASHID ZUBERI

698, Chune Wali Gali
Near Hauz Wali Masjid,
Khair Nagar Bazar,
MEERUT - 250 002 U.P.
Phone : 09837763777
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Address (in N. C. R.)

Oliv County,
Ghaziabad

Father	: Shri. S. M. Zuberi
Date of Birth	: January 15, 1968
Nationality	: Indian
Marital Status	: Married



WORKING EXPERIENCE

23 Years Experience in Pharmaceutical Company.

Total Experience 27 Years

- Presently working as GST Head in GST Department M/s.**Bhalla Sports Private Limited**, (VIXEN Brand) Industrial Estate, Partapur, Meerut from May 11, 2017.

JOB PROFILE

- Prepare and submit online returns of GSTR-1 and GSTR-3B.
- Generating E-Waybills as per current GST guidelines.
- Maintain records of Job Works and other statutory reports / records as per current GST guidelines.
- Worked as Manager (Excise & Admin.) in M/s.**Daffodills Pharmaceuticals Limited**, Jawahar Nagar, Rohta Road, Meerut from April 19, 2006 to January 2017. An ISO-9001-2000 & W.H.O. G.M.P. Company.

JOB PROFILE

- Prepare invoice and maintain all records.
- Maintaining Day by day Sale & Purchase records.
- Maintaining the RG-1, RG-23A, Part-I&II.
- Preparing & Submitting online Excise Return.
- Prepare detail of Excise Return.
- Prepare detail of sale tax case & excise Audit detail.
- Maintain the records of cenvat.
- Prepare the 57 A records.
- Monitoring Stock & finalization of inventory of RM, & FG.

- All procedural matter relating to Excise & Sales Tax of a manufacturing setup.
- Maintain & supervision of all the required records as per Excise starting from procurement of raw materials to final disposal of final products. i.e. RG-1, Part-II, RG-23A Part-I, Part-II, PLA Register.

In addition to the above include Sales Tax Return preparations, Inventories on computer of Finished Goods, Invoicing, Stock Ledger, Outstanding records.

- Worked as Assistant Manager and Head of Computer & Share Department in M/s. **PERK Pharmaceuticals Limited**, Partapur, Meerut from January 17, 1996 to April 18, 2006.
- Can handle any type of work on computer environment like MS-DOS or WINDOWS.
My work includes Inventories on computer of Finished Goods, Invoicing, Stock Ledger, Outstanding records. Share Transfer Transaction Accounting, on most powerful software from dOLPHIN Info., named COSAC Since 1996.

Also dealt with Excise & Sales Tax matters under supervision of manager in addition to above noted work.

- Worked as Storekeeper in M/s. Beeco Electrical India, Meerut, from February 1993 to 15/10/1995.
- Worked as Computer Operator and Stores Incharge in M/s. Naveen Electricals, Meerut (*Sister Concern of M/s. Beeco Electrical India*) from 16/10/1995 to 10/01/1996.

CARRIER OBJECTIVE

- ❖ To pursue a satisfactory and challenging career by which I may utilize my knowledge and experience towards the growth of the company.

CAPABILITIES

- ❖ Can successfully work in team as well as lead.
- ❖ Can face any challenge or situations that arise.
- ❖ Capable of learning new skills as and when required.

EDUCATIONAL QUALIFICATION

- PG.D.C.A. (*Post Graduate Diploma in Computer Applications*) from EDUCOMP DATAMATICS (Academy of Computer Studies), Delhi in 1991.
- E.D.P. & M.O. (*Electronics Data processing & Machine Operation[**Computer**]*) from A.M.U. Aligarh, in 1989.
- Post Graduation (M.A. - Political Science) from Meerut University, Meerut in 1992.
- Graduation (B. A.) from Meerut University, Meerut in 1987.
- High School from U. P. Board, Allahabad in 1982.

I found myself able to work with you, good grasping power, easily handle every work of Office Automation individually, soft spoken, belongs to a higher upper cast Muslim educated family. It is therefore requested to please give me chance to serve.

Athar Zuberi

PLACE : MEERUT

DATE : .