

RESUME

FIRDUS AHMED

VILL. – Dalgaon Khuti
P.O. - Dalgaon
PIN. - 784116
Dist. - Darrang (Assam)
Email. – firdusahmed90@gmail.com
Contact. – 8638777621



Professional Summary:

Detail-oriented and results-driven accounting professional with 4 years of experience in accounting and business development. Expertise in managing financial records, preparing detailed reports, and driving strategic initiatives to enhance business growth. Adept at working across departments to streamline processes and support organizational objectives.

Professional Experience:

Business Development Associate

Dalgaon Adarsha Charitable Trust, Dalgaon, Assam.
May 2017 – June 2018

- Performed daily bookkeeping tasks, including recording transactions and reconciling accounts.
- Maintained organized records of financial transactions and documentation.
- Collaborated with the marketing team to create targeted campaigns and promotional materials.

Business Development Executive

Axis Bank. Kahilipara Branch, Guwahati, Assam.
June 2018 – December 2019

- Identified and pursued new business opportunities to drive revenue growth and expand market presence.
- Developed and maintained strong relationships with clients, resulting in a 15% increase in customer retention.
- Collaborated with the marketing team to create targeted campaigns and promotional materials.
- Conducted market research to identify emerging trends and potential areas for business expansion.

Junior Accountant

Adarsha Vidyalaya Bechimari., Darrang, Assam
July 2019 – December 2024

- Assisted with the preparation of financial statements and budgets.
- Performed daily bookkeeping tasks, including recording transactions and reconciling accounts.
- Supported senior accountants with audits and financial analysis.
- Maintained organized records of financial transactions and documentation.

Education

Bachelor of Commerce in Accounting

Gauhati University, Guwahati, Assam
Graduated: July 2017

Skills

- General Ledger Management
- Accounts Payable/Receivable
- Business Development & Client Relations
- Process Improvement
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Experienced with Accounting Software (e.g., QuickBooks, Tally.ERP9)