

DANIAL ALAM

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SUMMARY

Detail-oriented and highly organized accountant with three years of experience in managing financial records, budgeting and tax preparation. Proven expertise in financial reporting, reconciliation and ensuring compliance with accounting standards and regulations. Skilled in using accounting software, such as Tally, Busy and Excel. Adept at identifying cost-saving opportunities and improving financial processes. Committed to delivering accurate and timely financial information to support strategic decision-making.

SKILL

- MS Office
- Invoice processing
- Tally software
- Billing
- MS Excel
- Accounting skill
- Busy software
- Data entry

EXPERIENCE

Accountant | NEHAL TRADING COMPANY | Rourkela | May 2024 - April 2025

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Managed end-to-end client billing processes, ensuring accuracy and timely invoices for clients, monthly.
- Prepared and issued invoices, credit note and statement using Tally and Busy.
- Compiled and submitted monthly financial reports to the Chartered Accountant for review and compliance purposes.

Internship Student | NEHAL TRADING COMPANY | Rourkela | September 2023 - October 2023

- Worked with teams to support goals and build experience.
- Worked well in team environment as well as independently.
- Completed day-to-day duties accurately and efficiently

Accountant | ORISSA ENTERPRISES | Rourkela | June 2020 - May 2022

- Provided assistance in preparing monthly financial statements.
- Checked figures and postings for correct entry and proper codes.
- Reconciled bank statements to ensure accuracy of financial records.
- Prepared monthly and quarterly financial statements for review by senior management.
- Posted financial data in Excel spreadsheets and managed inventory.
- Provided support for accounts payable and receivable functions, including invoice processing and payment posting.

EDUCATION

MBA (FINANCE & MARKETING), 1st | Modern Institute of Technology and Management | BBSR | 2022-2024

B.Com, 1st | Ispat Autonomous College | Rourkela | 2018-2021

XII, 1st | Government Junior College | Rourkela | 2016-2018

X, 1st | Urdu High School | Rourkela | 2016

LANGUAGES AND CERTIFICATE

- **Languages** : English, Hindi, Urdu, Odiya
- **Certificates**: Tally, MS Word, MS Excel, MS PowerPoint, Advance Excel