

# Asim Siddiqui

📍 262/72 katra azam beg Nakhas, LUCKNOW, 226003 (IN)  
✉ asim86041@gmail.com  
☎ 8318661415

## 📄 Professional Summary

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. An experienced team player committed to improving overall business processes and building a cohesive business environment.

## 📁 Employment history

**Accounts Officer, B2B travel agency. LUCKNOW**  
Nov. 2018 – Present

- Verify, allocate, post and reconcile transactions
- Produce error-free accounting reports and present their results
- Analyze financial information and summarise financial status
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems
- Prepare financial statements and produce budget according to schedule

**Accounts Officer, Travel Care Private Limited. LUCKNOW**  
Jun. 2016 – Oct. 2018

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments

**Event manager, Monarch Events. LUCKNOW**  
2013 – 2015

- Manage all aspects of event planning meeting strict deadlines and budget demands
- Nurture and build relationships with vendors, venues, and other industry contacts to craft and implement creative and logistical aspects of all events
- Stay current, and often ahead of the curve, on event planning, design, and production trends, proactively identifying and solving operational challenges

## 🎓 Education

**Bachelor of commerce**  
Lucknow University, Commerce, 2016

**Intermediate Diploma**  
U.P Board, U.P Board, 2013

**Highschool Diploma**  
U.P Board, Science, 2011

## 🔧 Skills

Proficiency with Microsoft World & Excel

Active learning

Analytical and problem solving skills

Strong written and oral communication

Banking transactions

## 🌐 Languages

Hindi

English

Urdu