

AMAN KHAN

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SUMMARY

I am a dedicated Professional with a Bachelor's Degree in Commerce, with 3 years and 6 months of hands on experience in Book-Keeping, Accounting, Auditing and Taxation.

EXPERIENCE

Accounts Executive | Learn2Think Education Private Limited November 2023 - July 2024

- Day-to-day Accounting, Maintaining Books of Accounts and Ledger Posting.
- Verify, Allocate, Post and Reconcile Accounts Payable and Receivable.
- Preparation and process the Payroll Cycle, Payment Slips, Reimbursement and taxes
- Assist the work of Tax coordinator to ensure compliance with relevant authorities.
- Monthly Closing & Finalization of Books of Account.
- Intercompany invoices and reconciliation, expenditures, inventory, assets, payroll, cut off, payments, bank reconciliation.
- Preparation of Monthly MIS Reports on the timely basis for Top Level Management Summarizing the Business Financial Position in areas of Income, Expenses, Capital Usage and Cash Flows.

Accounts Assistant | Deepak Kaveri and Associates October 2022 - October 2023

- Day-to-day Accounting, Maintaining Books of Accounts and Ledger Posting.
- Maintenance of Cash & Bank books on Daily Basis
- Invoice Processing and Payment Collection
- Maintain a list of vendors, suppliers, customers, and third parties
- Preparation of Bank Transfer and Collection
- Preparation of Bank Reconciliation Statement
- Carrying out Reconciliations of Books of Accounts with Statutory Reports.

Accounts Assistant | A J Mohan and Associates February 2021 - September 2022

- Day-to-day Accounting, Maintaining Books of Accounts and Ledger Posting.
- Maintenance of Cash & Bank books on Daily Basis
- Verify, Allocate, Post and Reconcile Accounts Payable and Receivable.
- Carrying out Reconciliations of Books of Accounts with Statutory Compliances.
- Preparation of Payroll, Wages and Reimbursement
- Performed other administrative tasks as requested

SKILLS

- Book-Keeping And Accounting
 - Auditing
 - Taxation- UAE VAT
 - Costing And Budgeting
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EDUCATION

Bachelors of Commerce | Jamia Millia Islamia CDOL | New Delhi | 2020
CA-Foundation | Institute of Chartered Accountants of India | New Delhi | 2017
Diploma in Industrial Accountancy | District Computer Center, Govt of Assam

CERTIFICATIONS

Certificate in Reading of Financial Statement | Corporate Finance Institute
Information Technology Training | Institute of Chartered Accountants of India
Orientation Course | Institute of Chartered Accountants of India

SOFTWARES KNOWN

Tally
Tally Prime
Zoho Books
Quickbooks
SAP
Peachtree- Sage 50
Microsoft Excel – Vlookup, Xlookup, Hlookup, Pivot Table & Logical Formulas
Microsoft Word

LANGUAGES

English
Hindi

PASSPORT DETAILS

Passport No : X9342302
Date Of Issue : 03-08-2023
Date Of Expiry : 02-08-2033
Place Of Issue : Patna India

PERSONAL DETAILS

Father Name : Naem Khan
Date Of Birth : 04-12-1997
Nationality : India
Religion : Islam
Permanent Address : Ward No-12, Chakwa Punarwas, Bairganja, 843313.

I do hereby declare that the information provided by me is true
and fair to the best of my Knowledge and belief.