



ANAS KHAN

ACCOUNTANT

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Flat No. 201 SUNVIEW RESIDENCY,
OLD PALASIA INDORE
MADHYA PRADESH.
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Date of Birth	25 th JULY 1993
Gender	Male
Religion	Islam
Marital Status	Unmarried
Nationality	Indian
Language	English, Hindi & Urdu
Passport No.	K4937104

CAREER OBJECTIVE

To build My Career in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my Accounts skills in a such way to add more value to the organization and to learn more about Accounts & Finance.

ACADEMIC PROFILE

- Completed Bachelor of Commerce (**B.com**) from DAVV (Devi Ahilya Vishwavidyalaya) University -2014 (**Attested By UAE**)
- Passed Senior School Examination from Rajeshwar Higher Secondary School MHOW (CBSE) -2011
- Passed Secondary School Examination from Rajeshwar Higher Secondary School MHOW (CBSE)-2009.

CERTIFICATION

- Advanced Diploma in computer application and programming (ADCAP)
- CIA (Certified Industrial accountant) Certification

TRAINING UNDERGONE (Duration-15 Months)

- Organization : ICA (Institute of Computer accountant)
- Exposure to : Computerized Business Accounting
 - Stock valuation
 - BRS (Bank reconciliation statement)
 - Journal entries

Projects

- Worked on a project based on TDS (Tax deducted at source)
- Worked on a project based on Service Tax
- Worked on a project based on VAT (Value added tax)

U. A. E. Work Experience – from Jan 2018 to

Dec'2021 Work in Golden Spike & Wheat Est. as an

Accountant (Accounts Receivable /Payable)

- Maintain Accounting Ledger by verifying and Posting accounts Transaction.
- Prepare & Process Suppliers Payments.
- Perform Cheques Runs & Cheques Postings.
- Monitor accounts to ensure payments are up to date.
- Resolve invoices discrepancies and issues.
- Maintain ledger Book.
- Review and verify Invoices and GRV's.
- Post transactions to Journal, Ledgers and other records
- Reconciles Processed work by verifying entries & comparing system reports to Suppliers balances.
- Prepared monthly report, including payment and accounts reconciliations and financial statements.
- Supported monthly general ledger closing activities, including preparing journal entries and reconciliations.
- Prepared month-end closing entries for detailed reporting and recordkeeping
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.

Work Experience– (India)

Work at APPAREL MEN'S WEAR (March 2016-Oct 2017)

- Process cash and credit card payments.
- Tender receipts to customers.
- Balance cash drawers, and handle discrepancies according to protocol.
- Assist customers in many areas, for example, looking for items and determining prices.
- Receive stock from the backend.
- Display all items according to set standards.
- Perform activities like pulling, pricing, rotating, and hanging.

Work in Conduent as Transaction Processor.

(Feb 2015-Jan 2016)

- Ensures accuracy and completeness data.
- Performs clerical tasks in the data entry function.
- Receives and distributes Incoming mail and materials.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Research and obtain further information for incomplete documents.

Professional Skills

- MS office
- Quick book
- MS Excel
- Tally ERP-9
- Knowledge of Business accounting

Competencies & Skills

- Ability to work in all kinds of environment.
- Hard working and Industrious.
- Team player
- Capable of integrating with and developing effective workgroups, Able to relate well with people.

Passport Details

- Passport Number -V4176911
- Date of Issue -07/01/2022
- Date of Expiry -06/01/2032
- Visit Visa Expiry 27/08/2022

Declaration

I hereby declare that information given above is true to the best of my knowledge and belief and I bear the responsibility for the correctness of above-mentioned particulars.

Anas Khan