

# AMAN ALI KHAN

## BILLING ENGINEER



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Deira Dubai Hor-Al-Anz



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### PROFILE

Results-oriented Billing Engineer with 5 years of experience in the clothing & Food industry. Proven track record of successfully managing billing processes for large-scale. Adept at collaborating with cross-functional teams to ensure accurate and timely invoicing. Strong analytical and problem-solving skills, with a focus on optimizing billing procedures for efficiency

### EXPERIENCE

RELiance SMLSL LIMITED (DEC 2021 – PRESENT)

#### BILLING ENGINEER

- Accurately Calculate & Generate Bills for their purchases.
- Ensure that pricing and discounts are applied correctly.
- Verify and reconcile customer payments.
- Invoice certification
- Review and verify invoices from suppliers and vendors.
- Ensure that invoices match purchase orders and delivery receipts.
- Resolve discrepancies or issue with invoices in coordination with the procurement team.
- Record Keeping.

ASIAN MALL RELIANCE TRENDS (JAN 2018 – OCT 2021)

#### ACCOUNTANT CUM - CASHIER

- Collected and analyzed client data and financial transactions.
- Maintained financial records and ensure proper financial work flow.
- Cash Handling.
- Reviewed and analyzed preliminary financial statements and month end reports
- Maintaining Back reconciliation on weekly & monthly basis
- Researched & developed complete, accurate & creative to Secure new client.
- Manage the end-to-end billing process for construction projects, ensuring accuracy and compliance with contractual agreements.
- Collaborate with project managers, estimators, and clients to gather necessary information for invoicing.
- Develop and maintain billing schedules, including milestone payments and progress billing, to meet project timelines.
- Review project contracts and specifications to ensure billing is aligned with contractual terms.
- Conduct regular audits of project costs and expenses to identify discrepancies and address issues promptly.

### EDUCATION

#### Bachelors Of Commerce

Gulbarga University (80%) – 2021

#### Pre – University Board

12<sup>th</sup> (75%)- 2018

#### Karnataka State Board

10<sup>th</sup> (60%) - 2014

### SKILLS

- TALLY PRIME
- MS OFFICE 360
- STRONG COMMUNICATION
- PHOTOSHOP
- TEAM LEADING
- CUSTOMER SERVICE

INTEREST

- GAINING KNOWLEDGE
- EXPLORING
- READING
- SINGING
- ATHLETES

LANGUAGES

1. ENGLISH
2. KANNADA
3. HINDI
4. URDU
5. ARABIC  
( CAN READ)

PERSONAL  
DETAILS

NAME – AMAN ALI KHAN  
DOB – 10/05/1998  
NATIONALITY – INDIAN  
RELIGION – ISLAM  
GENDER – MALE  
PLACE - DUBAI

AFNAN FOOD MART (JAN 2017 – DEC 2017)

ACCOUNTANT CUM – CASHIER

- Assisted in the billing process, including the preparation of invoices, supporting documentation, and backup data.
- Collaborated with project teams to track project expenses and ensure accurate billing.
- Conducted regular reviews of billing data to identify errors and discrepancies.
- Assisted in responding to client inquiries regarding billing issues.
- Implemented process improvements that reduced billing errors resulting in increased client satisfaction.
- Collaborated with the project management team to create standardized billing templates, streamlining the invoicing process.
- Conducted training sessions for project teams on billing procedures, improving overall team efficiency.
- Utilized advanced Excel functions to analyze and interpret complex billing data for reporting purposes.
- Participated in contract negotiations to ensure billing terms are clear and align with project requirements.
- Assisted in the coordination of project activities, including cost tracking and reporting, to support accurate billing.
- Played a key role in the successful implementation of a new billing software system, leading to increased accuracy and efficiency.
- Conducted monthly financial reviews with project managers to analyze project

DECLARATION

I hereby declare that the above - mention information is correct up to my knowledge and bear the responsibility for any corrections.

(AMAN ALI KHAN)