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Date of Birth 25<sup>th</sup> JULY 1993

Gender Male

Religion Islam

Marital Status Unmarried

Nationality Indian

Language English, Hindi & Urdu

Passport No. K4937104

# ANAS KHAN

## ACCOUNTANT

### 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 AUG 2022 - PRESENT**



### **IFFCO DISTRIBUTION SERVICES FZCO.**

#### **Administrator Account**

- Reconcile all bank accounts and resolve all issues in processing the financial statements.
- Contact clients to update them about balance payments.
- Analyze the transactions with financial policies and procedures.
- Maintain precise records of all incoming payments
- Prepare and send invoices to clients
- Contact clients as needed to ensure payment of outstanding invoices
- Reconcile any irregularities in receipts
- Work collaboratively with other accounting staff to ensure accuracy in finances

## **U.A.E. Work Experience- from JAN 2018 - DEC 2022**



### **Golden Spike & Wheat Est. (Abu Dhabi)**

#### **Accountant**

- 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.

### **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.

### **Professional Skills**

- MS office, Quick book, Oracle, MS Excel Tally ERP-9, EZ Business & Other Accounting Software.

### **Competencies & Skills**

- Ability to work in all kind of environment.
- Hard working and Industrious.
- Team player.

### **Passport Details**

- Passport Number       -K4937104
- Date of Issue            -18/06/2012
- Date of Expiry           -22/06/2022

### **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**