

Resume



Asif Khan

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Present Address:

Dar es Salaam
Tanzania

Permanent Address:

At/Po. – Mathurapur
Distt. – Samastipur
Bihar– 848101

Personal Information:

Father's Name – A. Khan
Date of Birth– 4th March, 1984
Marital Status – Married
Nationality– Indian

Language Known:

English, Hindi & Bengali

Hobbies:

- Playing Cricket.
- Reading Books.
- Internet Surfing.
- Listening motivational speech.
- Watching inspirational movies.
- Networking with people.
- Learning new things about my work.

Strength:

- Hard working.
- Sincerity and Integrity.
- Positive Attitude.
- Excellent analytical, problem-solving and communication skills.
- Ability to work independently and as part of a team.
- Strong leadership and supervisory skills.

Career Objective

A results-oriented Commerce Graduate with a strong background in accounting seeking challenging opportunities for professional growth and impactful contributions. I bring expertise in maintaining accurate financial records, preparing efficient financial reports, ensuring statutory compliances and supporting financial decision-making processes. Eager to leverage skills and experience to excel in a dynamic accounting role and drive the company's growth and success.

Professional Synopsis

- ❖ 10+ Years of Work Experience in Finance & Accounts, Taxation and Auditing in diverse industries (i.e. Manufacturing, Trading & Service-related Industry).
- ❖ Leading an internal team of five members, providing support and guidance to ensure their professional growth and development.
- ❖ Skilled in **Accounting and Month-End Closing activities and ensuring Tax Compliance, MIS, Budgeting.**

Academic Career

Educational Qualifications	Year of Passing	Board/University	Percentage
B.Com (Hons.) Accountancy	2004	Lalit Narayan Mithila University	1 st with 64% Marks
HSC (12 th std.) Commerce	2001	BIEC Patna	1 st with 63% Marks
SSC (10 th std.)	1999	BSEB Patna	2 nd with 48% Marks

Professional Career

Educational Qualification	Year of Passing	Institute	Grade
Certified Industrial Accountant	2007	ICA Kolkata	B

IT Skills

- ❖ Well versed in Microsoft Office- **Advanced Excel incl. formulas / V-Lookup and Pivot Tables/ Custom-Sorting and Filtering/ Conditional Formatting/ Text to Columns/ Subtotals/ Paste Special/ Find & Replace/ Concatenate/ IF/ SUMIF/ COUNTIF/ Round. MS-Word.**
- ❖ Having good knowledge of **Outlook/Internet** application.
- ❖ Having good command on **Accounting Software's Tally Prime/Tally ERP, Fact, Ace, Axpert & Oracle Fusion Middleware with multiple ERP systems.**

Job Experience

Currently working:

Senior Accountant
MeTL Group, Dar es Salaam, Tanzania.
October 2021 to Till Present
Reporting To: Finance Controller

Weakness:

- I am not comfortable until I finish my work in given time.
- I concentrate on one thing at a time.
- Trusting easily everyone.

Achievement:

- Developed internal control in Statutory Compliances and cleared previous defaults at MeTL Group.
- Streamed lined the unrecognized process of Accounts Payable at Rani Imports.
- Automated complete process of Sales Accounting & Receivables of BRG Iron & Steel Company Pvt. Ltd.

Previous Employments:



Retail Accountant

Rani Imports- Lubumbashi, DR Congo, Africa.

Sept. 2019 Till Sept. 2021

Reporting To: Finance Controller

Plant Accountant

BRG Iron & Steel Company Pvt. Ltd. Kolkata, India.

April 2013 Till Aug 2019

Reporting To: Manager

Junior Accountant

Subhash Arjun & Co. (Chartered Firm), Kolkata, India.

Jan. 2008 Till March 2013

Reporting To: Senior Accountant

Key Responsibilities Area

- ❖ **Finalization of Accounts:** Ensuring that all financial transactions are accurately recorded across all departments and analyze daily revenue reports. Post month-end Journal Entries for Accruals, Prepayments, Provisions, Depreciation, Bad Debts, Stock, Taxes and necessary adjustments. Reconciliation of all Banks, Cash, Inventory & G/L Account. Set-off Late fees, Interest, penalty, etc. Drawings, P&L Balance Transfer to capital a/c.
- ❖ **Costing and BOM Accounting:** Daily recording of Production Entries of all machines & Posting into Stock Journal for Consumption of Raw Material & Production of Finished Goods. Monitoring Stock Register regularly. Monthly stock-taking & passing necessary entries of variances after approval. Preparing Costing for Import material & compare Cost between last consignments landed cost & discuss with HOD for price fixing. Monthly Inventory valuation and reconciliation.
- ❖ **E-Invoicing and Collecting Payments:** Timely Issuing Sales Invoice and Delivery Note to the Customers. Raising Export Invoice and all record keeping in ERP. Handling Bill To Ship To special situations. Goods distributed as free samples including Point of Sale (POS) raised. Regular review of payables and receivables ageing report and follow-up with the customers to collect overdue payments. Credit Control. Timely issuance of Debit Notes & Credit Notes for Sales Return, Scheme Discount, Rate Difference, etc. Keeping record of Stock transfer, Stock adjustment, Write-off Damaged Inventory, Write-off Bad Debts in ERP.
- ❖ **Invoice Processing and Vendor Payments:** Verify that all Vendor and Client Invoices are properly recorded, approved and matched with POs or Contracts and GRN and payments as per defined TATs.
- ❖ **Banking and Reconciliations:** Tracking bank deposits and payments. Preparing Cheques & Bank Funds Transfer Instructions Letter for Supplier's Payment & Verifying Bank charges on foreign remittance. Reconcile Bank Statements and Cash, Supplier and Customer accounts, Inter- Company and Inter-Branch balances.

- ❖ **Cash Management:** Manage **Cash Flow** by forecasting cash requirements and optimizing cash balances to meet the company's operational needs.
- ❖ **Handling Petty Cash:** Through proper verification petty expenses are posted **cost centre-wise** in ERP. Vouching of transactions to adequate supporting with proper approval. Process payments and Petty Cash matching with Physical Cash on daily basis.
- ❖ **Processing Salary and Reimbursements:** Manage payroll processing and employee reimbursements.
- ❖ **Fixed Asset Management:** Maintaining Fixed Asset register. Ensuring proper recording, valuation, and calculating depreciation for all Fixed Asset as per Income Tax Act 1961 as well as Asset's useful life of Company Act 2013. Tracking periodic reviews of asset impairments and disposals.
- ❖ Preparation of **E-Way Bill**.
- ❖ **Budgeting and Forecasting:** Assist in the preparation of budgets and forecasts, comparison of actual Income and Expenses against the forecasted budget for the week and providing variance analysis.
- ❖ **MIS Reporting:** Daily submission of Sales Reports, Daily Collections Reports, Daily Inventory Reports, Daily Production Reports, Weekly Receivables Report and upcoming Payments, etc.
- ❖ **Audit Support:** Coordinate and provide support during internal and external audits, ensuring timely and accurate responses to auditor inquiries.
- ❖ **Tax Compliance:** Monthly Tax Calculation and timely payments of GST, TDS and TCS and Return filling & Reconciliation GSTR 2B vs 3B. Handling PF and ESI payments.
- ❖ **Financial Reporting:** Preparing month-end and year-end reports like Trial Balance, Profit & Loss A/c and Balance Sheet and Compare the figures with budgeted amount and highlights any discrepancies or unusual expenses and reporting such data to senior management & Revenue Authority as per their requirement. Co-ordination with government agencies.

Declaration

I hereby declare that all the Information furnished above is true to the best of my Knowledge. I will complete my job with full involvement and up to expectation.

Date:

Place: Dar es Salaam, Tanzania

(Asif Khan)