

STAFF ACCOUNTANT

Mohd Ali khan

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CAREER OBJECTIVE

To work and succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

SKILLS

Arabic Typing	Urdu & Arabic Typing skills
Microsoft Excel	data analysis, calculations and creating charts.
Technical skill	Microsoft Word: creating and editing documents.
Quick Learner	impeccable organizational skills team work.

EXPERIENCE

From: Jun-2018

Data Entry Operator

M Traders

Familiar with Microsoft Word and Google Docs for creating and formatting documents.
Skilled in proofreading and editing documents for grammar and punctuation.
Proficient in English touch typing with a speed of 120 words per minute.
Excellent in Hindi Typing with a speed of 70 words per minute.
Expert in Urdu/Arabic Typing with a speed of 60 words per minute.
Strong organizational skills to prioritize tasks and meet deadlines efficiently.
Skilled in formatting and editing documents using Microsoft Word and Google Docs.

Mar-2021 - Oct-2022

Staff Accountant

Tata Motors

Led month-end close process, reconciling accounts to ensure financial accuracy.
Managed accounts payable and receivable processes to ensure timely and accurate recording.

Feb-2023 - Nov-2023

Assistant Store Manager

V Bazaar

Led team of sales associates to exceed monthly sales goals consistently.

Managed inventory levels and conducted regular audits to minimize shrinkage.

Assisted in recruiting, hiring, training, and mentoring new employees.

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
High School	Raghukul Vidya peeth Gonda	CBSE Board Delhi	8.8	2017
Intermediate	Ejaz Inter College	UP Board Allahabad	47 %	2019

PERSONAL DETAILS

Address	Faizabd Road Mohalla Rakabganj Gonda Gonda, Uttar Pradesh, 271003
Passport detail	Passport No. V0351651
Date of Birth	17-04-2002
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi, Urdu



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