



## QAMAR AHMAD KHAN

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**Visa Status:** Visit Visa (Dubai).  
**Visa Validity:** 05 Apr 2024.

## SUMMARY

- An experienced assistant Accountant with a passion for numbers and a knack for organization. I have a total of 6 years of experience in the field, with **2 years at Abbas & Safdar Trad Co LLC in Muscat, Oman** and **4 years at Ganges International Pvt. Ltd. in India**. My expertise lies in Accounts Receivable and I am well-versed in using Tally ERP 9.
- Throughout my career, I have been dedicated to delivering accurate and timely financial reports, managing accounts payable and receivable, and ensuring compliance with accounting standards. I have a strong attention to detail and a problem-solving mindset, which has helped me streamline processes and identify areas for improvement.
- Apart from my technical skills, I am also a team player and a quick learner. I have a proven track record of collaborating with cross-functional teams and adapting to new systems and processes. I am always looking for ways to enhance my skills and stay updated with the latest trends in the industry.
- I am an immediate joiner and currently based in Dubai and I am open to new opportunities that will allow me to grow both professionally and personally. If you're looking for a dedicated and reliable accountant with a strong work ethic, let's connect! I am always happy to.
- Processing, verifying, and posting receipts for goods sold or services rendered, researching and resolving account discrepancies & processing and recording transactions.
- Maintaining records regarding payments and account statuses. Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date.
- Working with the collections department to review accounts, client payments, credit history, and develop new or better repayment terms.
- Performing administrative and clerical tasks, such as data entry, preparation invoices, and sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Generating reports and statements for internal use.
- Engaging in ongoing educational opportunities to update job knowledge
- Hard working with dedication and can also work under pressure & team work is the main aspect to get the best output.
- One of the main software in which I have worked is Tally ERP 9, having full working knowledge on it.
- Good communication & interpersonal skills, e-mail writing skills.
- Typing Speed in English (45 W.P.M).
- Proficiency in entire MS-Office Suit (MS-Word, MS-Excel, MS-PowerPoint).
- Basic knowledge of Windows-98, XP & Window 7, Window 10.
- Sound understanding of Internet Tools.

## EXPERIENCE

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➤ **Abbas & Safdar Trad. Co. LLC**

Duration: - From 01st January 2022 to 22nd December 2023.

Designation: - Assistant Accountant

➤ **Ganges International Pvt. Ltd. New Delhi**

Duration: - 05th February 2017 to 30th August 2021.

Designation: - Accounts Executive.

➤ **Rigaro Eworks LLP, New Delhi.**

Duration: - 11th March 2016 to 31st January 2017

Designation: - Process Associate.

➤ **Chatterjee Chartered Accountant**

Duration: - From 10th May 2015 to 31st January 2016.

Designation: - Intern.

## EDUCATION

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➤ **Bachelor of Commerce**

Himalayan University, Arunachal Pradesh.

Batch: - 2019

➤ **Intermediate (I.Com), ICSE Board**

A.D.L.S.Sunshine School.

Batch: - 2014

➤ **Matriculation, ICSE Board.**

A.D.L.S.Sunshine School.

Batch: - 2012

PERSONAL DETAILS

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Mother’s Name: - Mrs. Rehana Begum  
Father’ Name: - Mr. Mohammad Wajid Hussain Khan  
Date of Birth: - 08th June 1994.  
Permanent Address: - Jamshedpur, Jharkhand, India  
Religion: - Muslim.  
Nationality: - Indian.  
Language known: - English, Hindi, Urdu.  
Marital status: - Single

➤ PASSPORT DETAILS

Passport No.: - S2606814  
Date of Issue: - 16/07/2018  
Date of Expiry: - 15/07/2028  
Place of Issue: - Ranchi