

JUNED KHAN

DOB-25/07/1996

Permanent Address:-

L-73 Indira Nagar Vistar, Neemuch (M.P)

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Current City :-

Banswara (RJ)

Objective Statement

Motivated and detail-oriented junior accountant with 4 years general accounting experience offers the following skills and experience:

- Solid working knowledge of MS Office with a strong level of proficiency in Excel
- Administration of accounts receivable and accounts payable
- Efficient maintenance of the integrity of general ledger accounts
- Preparation of accurate financial accounts and reports to comply with accounting principles and practices
- Mastery in ERP Systems Like (**Tally, Busy, SAP**).
- Able to learn New Software's and Systems.
- Excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines
- Proven ability to quickly learn and use new technologies and tools

Work Experience

Jagdish Prasad Agrawal (Senior Accountant)
(11.06.2023 To Till)

- Gst Reconciliation and Preparations With C.A.
- TDS Reconciliation and Preparations.
- Petty/Sub Contractor Accounting.
- Outstanding's Management.
- Team Handling.
- Sale/Purchase/Receipt/Payments.
- Branch Wise Accounting.
- Bank Reconciliation.
- Collect, categorize, calculate, verify and enter data to maintain accurate records.
- Reconcile invoices to purchase orders and bill customers.
- Audit, process and pay vendor invoices in an accurate and timely manner.

MIRAJ ENTERTAINMENT LIMITED (Accountant)
(City-Pulse Ahmadabad)
(02-09-2021 TO 06.06.2023)

- Cash Book & Petty Cash.
- Support Operation Team.
- Monthly Report to Higher Management.
- Purchase, Vendor Payment, Bank Entry's in Sap.
- Stock Management.
- Tid, Credit-Card, BMS, Paytm Reconciliation.
- Bank Reconciliation.
- Daily MIS Work, BRM Report
- SAP Entries (Purchase, Sales, PO Making, Bank Entries)
- Stock takes.
- Handling All Gujrat Cinemas Accounts.

Junior Accountant (2017-2019)
Patel Motors Indore Pvt. Ltd (Maruti Suzuk Distributors)
Mahu Neemuch Road near Jamuniya Kalan Village, Neemuch (M.P)

- To maintain cash book. (Excel and Tally).
- Bank Reconciliation. (3 Banks).
- Preparing and maintaining Ledgers.
- Branch Accounting. (Neemuch and Mansour Branch).
- Monthly Outstanding Report making and submitting through MS-Excel.
- Good Command in Excel and Tally (Tally7 and Erp9), Busy and Other ERP software.
- T.I.D. Reconciliation.
- Auditing.
- GST Preparation with C.A.

Education

- Master of Business Administration (Finance)- 2021
- Bachelor of Commerce (B.com)-2017
- Senior Secondary -2014
- Higher Secondary-2012

Technical Skills

- Advance MS Office suit
- Tally ERP, Busy ERP or Miracle ERP
- Other Software (Maruti Suzuki and Mahindra)
- DMS (Maruti Suzuki or Mahindra or Hajoori)
- Microsoft Outlook
- Advance Excel (Vlookup, Hlookup, Sumif etc.)
- Typing (Hindi or English)
- SAP (Accounting Module)
- VISTA

Declaration-

I hereby declare that the information provided above is true to my knowledge.

Juned Khan
