

Date

**To,
HR Manager**

Dear Sir/Madam

With great willingness, I am applying for the position of [Accountant] which was advertised on the [Company Name]website. I believe that my education, skill-set, and experience make me a suitable candidate for this vacancy.

Possessing four years of experience in the Accounting field. My areas of expertise tax return preparation, record keeping, Accounts payable, Accounts receivable, Cash inflow and outflow and bank reconciliation.

Thank You for reviewing my job qualifications. Please read through my attached resume to get a clear view of my education and professional journey. I am hopeful to receive a chance to discuss my job witness further.

Yours Sincerely,

Sheeraz khan

Mob. - +91 7380533034

SHEERAZ KHAN

Accountant/Accounts Receivable/Account Payable/Reconciliation

I am an account professional with 3 years of experience in Account Receivable Accounts Payable, Reconciliation and streamlining reports. Seeking to leverage my professional expertise and experience and be an asset to the company.

 Sheerazirfanahmad@gmail.com

 +971-557210819

 Baniyas square, deira, dubai, UAE

 linkedin.com/in/sheerazirfanahkkt



Dtw **AREAS OF EXPERTISE**

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunity prove any abilities by accepting challenges, full filling seeking an entry-level position where I can apply my experience with preparing balance

sheets, financial statements and accounting reports.

ACADEMIC QUALIFICATION

- 10th passed from UP board 2014.
- 12th passed from UP board 2016.
- Bachelor of commerce completed from Lucknow University in 2019.

WORK EXPERIENCE

Journal Accounting Services

LLC Dubai UAE

Sept. 2021 to July 2022

DESIGNATION- ACCOUNTANT

- Maintaining day by day on records like sales, purchase, Bank statement, payments, receipt and general ledger.
- Manage accounts payable and receivable on daily, weekly and monthly basis.
- Reconcile vendor statement and correct any mismatches.
- Cash inflow and outflow and bank balance on daily basis.
- Preparation and reconciliation of data for VAT Returns.

Page 2 of 2

Dr. Abdul Ali Tibiya College

Lucknow

June 2020 to Aug. 2021

DESIGNATION- ACCOUNT EXECUTIVE

- Collection fees and maintain all records.
- Preparing for salary and distributions.
- Preparing for expenses, profit and loss and balance sheets report.

AP Realtech

Lucknow

Feb. 2017 to feb. 2020

DESIGNATION- ACCOUNT EXECUTIVE

- Maintaining day by day on records like sales, purchase, Bank statement, payments, receipt and general ledger
- Create and generate invoices/bills and handle monthly, quarterly and annual closings.
- Reconciling bank, statements, classifying transactions, posting journal entries, data entry, expense reports, accounting software, general ledger, accounts payable/receivable, account reconciliation and spreadsheets.

- Posting sales, purchase, credit and debit notes, bank(OD bank, OCC bank), cash, payments, receipts, journal vouchers on Tally. Erp9 and other accounting software's.
- Daily book-keeping(raising invoice, collecting invoice, preparing payments) and keeping account books and systems up to date.

CERTIFICATES & ACHIEVEMENTS

- Microsoft Office
- Tally Erp9.0
- ADCA

PERSONAL DETAILS

Date of Birth - 10thNov.1999

Father Name - Irfan Ahmad

Marital Status - Unmarried

Nationality - Indian

Passport No. - W6639162

LANGUAGES

English, Hindi and Urdu

I hereby declare that of all the information stated above is true to the best of knowledge and belief.

Date - Sheeraz Khan

