



Daud Khan

Nationality: Indian **Date of birth:** 15/06/2002 **Gender:** Male

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Address: China Building , Al-Ghubaiba, Dubai.

WORK EXPERIENCE

Accounting specialist

Arihant Infomarketing Private Limited [28/08/2022 - 30/06/2023]

City: Noida

Country: India

- Analyzing financial data and preparing reports to help management make informed decisions.
- Identifying financial trends and providing recommendations for improvement.
- Conducting financial analysis and forecasting to assist in budgeting and planning.
- Monitoring and reconciling accounts to ensure accuracy and compliance with company policies.
- Assisting with the preparation of financial statements and tax returns.
- Collaborating with other department to resolve financial issues and improve processes.
- Providing support to management in developing and implementing financial strategies.

Accounts Executive

Boundless Trends Private Limited [30/07/2021 - 01/08/2022]

City: Noida

Country: India

- Managing the day-to-day financial operations of the company.
- Preparing and reviewing financial statements, budgets, and forecasts.
- Monitoring and analyzing financial data to identify trends and areas for improvement.
- Ensuring compliance with accounting standards and company policies.
- Managing accounts payable and accounts receivable processes.
- Conducting financial analysis and providing recommendations for cost saving.
- Assisting with the preparation of tax returns and financial audits.
- Collaborating with other departments to develop and implement financial strategies.

EDUCATION AND TRAINING

MBA in Financial Management and International Business.

RKDF University [01/07/2021 - 30/06/2023]

City: Bhopal

Country: India

Website: <https://www.rkdf.ac.in>

Bachelor of Commerce (B.com)

RKDF University [01/08/2018 - 01/06/2021]

City: Bhopal

Country: India

Website: <https://www.rkdf.ac.in>

Advance Diploma in Financial Accounting & Business Taxation.

National Institute of Financial Market. [10/08/2021 - 30/08/2022]

City: New Delhi

Country: India

Website: <https://www.nifm.in>

LANGUAGE SKILLS

1) **English.**

2) **Hindi.**

DIGITAL SKILLS

Microsoft Office / Microsoft PowerPoint / Outlook / Microsoft Excel / Microsoft Word / Tally ERP (Accounting Software) / Chat GPT.

HOBBIES AND INTERESTS

Participating in finance-related activities.

Surfing Internet.

DRIVING LICENSE

Indian Driving License