**NASEER AHMED KHAN**

**PGDMinFinance,** Bachelor in **Commerce.**

Email: [naseerahmedkhan7@gmail.com](mailto:naseerahmedkhan7@gmail.com)

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**Career Objective**

To [Secure a responsible position in account management and serve as an account representative by sharing my 3+ years of vast experience and abilities effecting mutual employee and employer growth and success.](https://www.greatsampleresume.com/resume-objectives/accounting-resume-objectives/position-in-account-management/) Where my excellent analytical and technical skills can be utilized to improve the company's profitability.

**Career Skills**

**P**roficiency in Tally ERP •**M**s Office •**A**ccounting •**C**orporate Finance •**A**dministering payrolls and controlling income and expenditure •**R**eporting Skills •**A**ttention to Detail •**D**eadline-Oriented •**R**eporting Research Results •**G**AAP rules, confidentially •**T**ime management •**D**ata entry management •**P**roject Management •**P**reparing accounts and tax returns •**O**ffice Administration •**C**lient Relations •**E**xpense reporting •**V**endor & Suppliers •**C**ompiling and presenting reports, budgets, business plans, commentaries

And financial statements •**F**inancial forecasting and risk analysis •**C**ash flow projection- **F**inancial statement.

**Professional Work Experience**

**Organization:** **Firstpoint Construction, service pvt ltd**

**Tenure:** From 20 May 2015 - 10 August 2018 (3 Years)

**Designation:** Accountant.

**Key Responsibilities and duties:**

* **C**ontrol over inventory stock..
* **P**reparing day to day financial transaction.
* **U**sed to manage business documents such as invoice, statement of accounts, debit note and credit note.
* **C**ashier operations and also receivable and payable.
* **C**ontacted customers to collect outstanding payments via one-time or negotiated installment methods.
* **P**repares payments by verifying documentation, and requesting disbursements.
* **R**eviewed financial documents to verify accounting data and mathematical accuracy.
* **B**ank reconciliation statement.
* **M**aintained integrity of general ledger, including the chart of accounts.
* **S**ummarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
* **V**AT Filing ( Quarterly)
* **M**aintains accounting controls by preparing and recommending policies and procedures.
* **G**uides accounting clerical staff by coordinating activities and answering questions.
* **R**econciles financial discrepancies by collecting and analyzing account information.
* **S**ecures financial information by completing data base backups.
* **M**aintains customer confidence and protects operations by keeping financial information confidential.
* **A**ccomplishes the result by performing the duty.

**Project in PGDM-Finance**

Company Name: Coca-Cola

Project Title: Ratio Analysis.

Duration: 30days.

Key observation:

* Assessment of the firm’s past, present, and future financial conditions.
* Done to find financial strengths and weaknesses
* **Primary Tools**
* Financial statements
* Comparison of financial ratios to past,

Industry, sector and all firms

**Education & Credential**

|  |  |  |
| --- | --- | --- |
| **DEGREE/CERTIFICATION:** | **EXAMINING BODY:** | **YEAR** |
| Postgraduate Diploma in Management | London Management Academy Hyderabad. | 2017 |
| Bachelor of Commerce | Kakatiya University. | 2015 |

**Certification**

* Tally ERP.09 (All versions, journalize to balance sheet)
* MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
* MS Excel (MS Formulae, Reports Automation, Macros)
* Equity Derivatives (Futures, options including settlement process)
* Currency Derivatives ( Futures, options including settlement process )

**Training & Workshop**

**Institute of computer software solutions – ICSS Year - 2015**

* Advanced post graduate diploma in computer application (PGDCA)

**Personal Information**

**Father’s Name** : Naseer Ahmed Khan

**Date of Birth** : 30th-July-1995

**Marital Status** : Single

**Languages known**  : English, Urdu, Hindi

**Address** : 1-4-51, Patel road, Indira Market

Sirpur Kagaznagar,504296

Dist: KB Asifabad, TS, India

Date :

Place : (Naseer Ahmed Khan)