

SUMMARY

Detail-oriented Accountant with 1 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Knowledge and understanding of various finance tools.

SKILLS

MS Excel



SAP ERP



MS Powerpoint



Accounting



Tally ERP



WORK EXPERIENCE

Accountant Assistant

Fazeel Ahmad Khan & Co. Oct 2021 - Sep 2022

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Researched technical tax issues to define tax effect or impact of certain tax positions.
- Modified comprehensive reporting to reflect changing financial structure.
- Used advanced software to prepare documents, reports, and presentations.
- Handled day-to-day accounting processes to drive financial accuracy.
- Prepared and filed tax forms to meet needs of customers.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.

PROJECTS

INDIA GLYCOLS LTD

Accountant Assistant Aug 2019 - Oct 2019

- Inventory management and Impact on firm profitability.
- Completed daily order Management functions like updating orders , selling , billing , Invoicing and account management.

EDUCATION

Master of Business Administration

Institute of Technology and Management Jun 2018 - Jun 2020

MBA in Finance and Marketing

COURSES

Tally ERP 9 with GST

Aug 2021 - Oct 2021

LANGUAGES

English

Hindi

HOBBIES

Dancing

Gardening

