Amir

Mayur Vihar, Phase 1

New Delhi 110091

### (Cell): +91-8447510609 [amirkha41@gmail.com](mailto:amirkha41@gmail.com)

**KEY QUALIFICATIONS**

* Well aware of how to handle the requirements and proper follow up with the overseas (USA) clients.
* Good experience using the company specific software’s that are specially designed for the better, effective and quick results in less time.
* Excellent interpersonal, negotiation and problem solving skills.

**TECHNICAL SKILLS**

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| --- | --- |
| **Operating Systems**   * Windows9X, Windows2000, Windows ME,   Windows XP, Windows Vista, Windows7/8,  MS DOS | **Expertise**   * Microsoft Office * Hands on Experience on SAP tools with PS   (Finance, Asset accounting &Project System)   * Shopping Cart. |
| **Technical Knowledge**   * Certification of Computer from Tally Academy.   Level A, B and C.   * Certification of Tally 9.0 from Tally Academy.   Highly experienced working with  M. S. Office package specially Outlook,  Word and Excel. | **Tools used:**  Worked with the tools:   * SAP ECC 6.0 R3 * Cadency * FCMS * Tally 9.0 * Maximo * Lotus Notes * eRCE Database |

**WORK EXPERIENCE**

Experienced Finance professional specializing in General Accounting, Reconciliation & Asset Capitalization with approx. 3.5 years of work experience.

**Process Associate** Feb 2017 – Till Now

**Capgemini Ltd.**

Daily reconciliation

Monthly Reconciliation

Performing monthly reports

Helping management to prepare presentation for all daily and monthly reconciliation in chart.

Performing matching criteria in reconciliations.

**Process Developer (Record to Report)** April 2014 – July 2016

**Genpact IndiaPvt Ltd.**

Financial Analyst

* Journal entries (Bank Fee JE, Rent, Prepaid etc)
* Reconciliation (AP, AR, Bank & fixed asset)
* Prepare different reports on monthly, fortnightly & quarterly basis.
* Perform month end activities

Project & Asset Accounting

* Creation of a new Project in SAP
* Proper follow with the overseas clients (USA) on the status of the Project.
* Project Maintenance
* Capitalization of project.
* Closing of the project.
* External capitalization.
* Asset addition
* Asset transfer (Intercompany transfer, intracompany transfer)
* Asset maintenance (cost center change, inventory # change, etc)
* Asset retirement, disposal (partial retirement, full retirement)

Reporting

* Metrics reporting
* Cognos report
* SOX (FA#1004)

**Accountant**  January 2013 to January 2014

**Praveen S.P. Gupta & Co. CA (Firm).**

* Working under the supervision of certified Chartered Accountant.
* Passing Journal entries, journal ledger, and Bank reconciliation.
* Preparation of monthly Accounts Receivable and Account Payable Status reports in Excel.
* Passing sale and purchase entries in Tally 9.0

**Areas of Expertise**

* Fixed asset accounting.
* Project accounting.
* Project budgeting.
* Project maintenance
* Journal entries.
* Reclassification
* Fixed asset capitalization.
* Approving the work orders and purchase orders related to projects.
* Bank reconciliation
* Verifying tax and freight for the purchase orders
* Overall assisting to management

**EDUCATION**

**M.com (Hons.) Finance & Account.**

**Co-operative College Jamshedpur, Kolhan University, 2012**

**Secured Honours Degree with 55% marks in Aggregate.**

**B.com (Hons.) Accounts.**

**Karim City College, Jamshedpur, Ranchi University, 2010**

**Secured Ist Division with 63% marks in Aggregate.**

**12th (Intermediate) in Commerce & Business Studies**

**Ramgarh College, Ramgarch, Vinoba Bhave University, 2007**

**Secured 2nd Division with 59% marks in Aggregate.**

**10th (JAC)**

**Gandhi Memorial High School, JAC Board, 2005**

**Secured 2nd Division with 50% marks in Aggregate**

**STRENGTHS**

* Positive attitude
* Works better under pressure
* Good communication skills
* Negotiation skills
* Can explain the situation in a better way
* Easy to adapt in the surroundings
* A good team player

**ACHIEVEMENTS**

* Identified as a Training SPOC for two teams in Genpact. (Project & Asset Accounting Services and Canada R2R).
* Awarded as a best employee in the team for etiquettes.
* Identified as best employee in maintaining accounts at the CA firm.
* Organized cultural events at school and College Level.
* Won several awards at school level sports events.

**Personal Details**

Postal Address: Ramgarh Cantt, Jharkhand-829122

Father’s Name: Md. Kalim Khan

Gender: Male

Date of Birth: 5th of April 1990.

Proficient in Languages: English, Urdu & Hindi

Marital Status: Single

Nationality: Indian

**Declaration**

I hereby declare that all the above information given above is true to the best of my knowledge

Date:

Place: (Amir Khan)

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