

MOHD KHAN

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CAREER INTEREST

- Tax Accountant
- Internal Auditor
- Cost Accountant

CAREER GOALS

- Acquire CPA credentials
- Gain accounting proficiency by blending accounting and technological experience to maximize information processing and performance at a reputed firm

EDUCATION

Bachelor of Science, Accounting (150 Credits)

May 2018

Southeast Missouri State University- Cape Girardeau, MO (AACSB Accredited)

PROFESSIONAL EXPERIENCE

- **Staff Accountant** November 2018- May 2019
Life Wear Technologies- Pompano Beach, FL
(A supplier of private label health supports, sports medicine, and first aid related products to big box retailers)
Posting all cash receipts and payments, posting payroll entries, bank and payables reconciliation, AR collections of delinquent accounts, researching payments, claims, and deductions, creating checks, issuing 1099-MISC, creating reports for brokers, providing research assistance during internal and bank audits, setting up customers for ACH payments, communicating with Sales team to deduce future costs and charges, and cross training accounting staffs on billing, cash receipts, and the distribution system.
- **AR/AP Clerk** October 2018- November 2018
Life Wear Technologies- Pompano Beach, FL
Creating invoices, recording bills, establishing liaison with customers, researching chargebacks, teaming with operations team to bridge the gaps in the operations and invoicing process, working special projects on big box retailer accounts, EDI cleanup and research, and inventory reallocation and inventory count.
- **Inventory Associate** (*short term project*) October 2018- October 2018
Quail Ridge Country Club- Boynton Beach, FL
Counting inventory, creating reports, tracking inbound and outbound inventory.
- **Switchboard Operator** Oct 2015 to May 2018
Southeast Missouri State University- Cape Girardeau, MO
Answering and directing incoming calls to right departments; transferring inter-department calls; answering basic questions of callers; keeping messages; redirecting emergency calls to local Law Enforcement; troubleshooting and inspection of equipment; training new employees.

- Student Supervisor** August 2013 to September 2017
Compass Group- Cape Girardeau, MO
 Close shift and create shift sale report; track all on-hand inventory; scheduling; supervise student workers; train student workers.
- Accounting Intern** February 2012 to March 2012
JAHACO, E.A. Juffali & Brothers- Riyadh, Saudi Arabia
 General Accounting; Inventory Control; Invoice Processing; Bank reconciliation; Verifying and recording petty cash expenses; Fixed asset capitalization.

SKILLSETS

Professional

- NetSuite (*ORACLE*)
- QuickBooks
- MS Excel, Certified
- Working knowledge of GAAP
- Strong computer skills regarding both software and hardware

Personal:

Communication, Leadership and Management, Highly Motivated, Diplomacy, Time Management, Critical Thinking, Problem Solving.

CAMPUS ENGAGEMENT/ ACHIEVEMENT/ MEMBERSHIP

- Finance and Accounting Club of SEMO** August 2017 to May 2018
General member
- Bangladeshi Student Association** August 2015 to May 2018
President and Interim Treasurer at Southeast Missouri State University
- Awarded Certificate of Appreciation** April 2016
For Campus Involvement by the President Southeast Missouri State University
- Microsoft Office Specialist, Microsoft- Certipoint** October 2015
Passed Microsoft's Excel Specialist Exam
- Dean's List** Fall 2012/ Spring 2013
 Southeast Missouri State University

PROFESSIONAL REFERENCES

1. ALISIA ONDERLINDE

Financial Controller

Life Wear Technologies

alisiao@lifeweartech.com; (561) 293-1537

3. BRAD WAUGH

CEO and President

Life Wear Technologies

bwaugh@lifeweartech.com; (954) 785-1055

2. CLIFTON GRAY

Telecommunications Manager

Southeast Missouri State University

cgray@semo.edu; (573)-651-2575

4. SHAWN RIDDLES

Customer Care Manager

Life Wear Technologies

sriddles@lifeweartech.com; (754) 366-7712