

NIGARISH KHAN

Email: nigarishkhan586@gmail.com

Residence: Rz-12 Street No. 3, Dichaon Enclave, Najafgarh New Delhi-110043

Mobile No.: +91 9015996006

CAREER OBJECTIVE

As a professional through integration of my knowledge, skill sets and continuous learning from new experiences and putting them to better use.

ACADEMIC OUALIFICATION

S.No	Board/Degree	Board/University	Year of passing
1	High School	CBSE Board	2013
2	Intermediate	CBSE Board	2015
3	B.Com	Delhi University	2018
4	M.Com	IGNOU, Delhi	Pursuing

PROFESSIONAL OUALIFICATION

- Basic Computer Course from Web Tech.
- Tally.ERP9 Certificate course from Tally Academy.

COMPUTER SKILLS

- Basic knowledge of computer
- Working Knowledge of MS Office.
- Working Knowledge of Microsoft Excel
- Financial Accounting with inventory software Tally.ERP9.

EXPERIENCE

- Arihant Traders (June,2018 to October,2019)
- LMI India Pvt. Ltd. (Jan,2020 to Present)
- **Accounts Executive** (Jan,2020 to till date)

Key Responsibilities: -

- Maintaining all day to day accounting transactions under various vouchers and reconcile bank statement on Tally.ERP9.
- Passing RCM entries under GST on Tally.ERP9.
- Reconcile ledgers of Debtors and Creditors.
- Filling of E-way Bill.
- Maintaining records and files.
- Reviewed and processed invoices and purchase orders.

- Receivable and managed accounts payable, and conducted weekly financial reports.
- Maintaining foreign import records and files.
- Payment follow-up.
- Knowledge of GST return filing of GSTR-3B & GSTR-1.
- Knowledge of TDS return filing.

SKILLS & HOBBIES

- Improving computer skills
- Reading news & subject related books

ACHIEVEMENTS

- Won certificates and prizes in school
- Certificate for Debutante Recognition of your meritorious services
- Certificate for work appreciation in July,2021

PERSONAL INFORMATION

Father's Name : Iliyas Khan

Mother's Name : Shabana Khan

D.O. B : 02/08/1995

Gender : Female

Marital Status : Unmarried

Religion : Muslim

Language : Hindi & English

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:

Place:

(NIGARISH KHAN)