

## **Md. Kamran Khan**

S-1/19, 3<sup>rd</sup> Floor, Joga, Baiextn,  
Jamia Nagar, Okhla,  
South Delhi, Delhi-110025

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### **Work Experience :**

#### **Faridi and Associates Firm**

*March 2020 - Present*

- More than 18 months of experience in Chartered Accountant Firm.
- Working experience on Tally ERP9, GST, ROC, Income Tax Return(ITR).

### **Objective :**

- To obtain a position in a reputed company where my experience and education can be utilized and expanded.

### **Accounting Skills :**

- Through knowledge in Accountancy.
- Good interpretation and communication skills.
- Responsible for complex interaction with clients.
- Ability to work under pressure.
- Able to understand any minor or major mistakes in accounts.
- Maintaining good record of all accounts, which is understood by others.

### **Computer Skills :**

- Basics(Word, PowerPoint, Excel)
- Internet Concepts
- MS-Access
- Tally
- Many accounting software (Shortcuts)

## **Educational Qualifications :**

- **Graduation**

Magadh University, Gaya, Bihar  
2020

*Percentage : 61.13*

- **Intermediate**

Jamia Millia Islamia University, New Delhi  
2017

*Percentage : 65.60*

- **Matriculation**

D.A.V. Public School, Medical Unit, Gaya, Bihar  
2015

*CGPA : 8.4*

## **Strength Factor :**

- Good strength of working with team, strong ability of work creative&Determination.

## **Major Responsibilities :**

- Filing of Income Tax Return of individuals, firms and company.
- Filing Tax Audit report.
- Filing of ROC forms and MCA related work in respect of compliance of companies.
- Filing of GST Returns & registration of various entities under GST.
- Maintenance books of Accounts of the clients on Tally ERP 9.
- Preparation of profit & loss A/C, Balance Sheet and all related financials.
- Bank Reconciliation Statements.

## **Hobbies :**

- Playing cricket
- Singing
- Travelling
- Watching movies and series

## **Personal Profile :**

- Date of Birth :- 22<sup>nd</sup> March, 1999
- Languages known :- English, Hindi, Urdu
- Gender :- Male
- Nationality :- Indian
- Sports :- Cricket, Carrom

## **Declaration :**

- I do hereby declare that the statements made in this document are true to the best of my knowledge and belief.

Date:

Place: New Delhi

(Md. Kamran Khan)