

N A S E E R A H M E D K H A N

P G D M i n F i n a n c e , Bachelor in **C o m m e r c e .**

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C a r e e r O b j e c t i v e

To Secure a responsible position in account management and serve as an account representative by sharing my 3+ years of vast experience and abilities effecting mutual employee and employer growth and success. Where my excellent analytical and technical skills can be utilized to improve the company's profitability.

C a r e e r S k i l l s

Proficiency in Tally ERP • **M**s Office • **A**ccounting • **C**orporate Finance • **A**dministering payrolls and controlling income and expenditure • **R**eporting Skills • **A**ttention to Detail • **D**eadline-Oriented • **R**eporting Research Results • **G**AAP rules, confidentially • **T**ime management • **D**ata entry management • **P**roject Management • **P**reparing accounts and tax returns • **O**ffice Administration • **C**lient Relations • **E**xpense reporting • **V**endor & Suppliers • **C**ompiling and presenting reports, budgets, business plans, commentaries And financial statements • **F**inancial forecasting and risk analysis • **C**ash flow projection- **F**inancial statement.

P r o f e s s i o n a l W o r k E x p e r i e n c e

Organization:
service pvt ltd

Firstpoint Construction,

Tenure:
2018 (3 Years)

From 20 May 2015 - 10 August



Designation: Accountant.

Key Responsibilities and duties:

- ✓ **C**ontrol over inventory stock..
- ✓ **P**reparing day to day financial transaction.
- ✓ **U**sed to manage business documents such as invoice, statement of accounts, debit note and credit note.
- ✓ **C**ashier operations and also receivable and payable.
- ✓ **C**ontacted customers to collect outstanding payments via one-time or negotiated installment methods.
- ✓ **P**repares payments by verifying documentation, and requesting disbursements.
- ✓ **R**eviewed financial documents to verify accounting data and mathematical accuracy.
- ✓ **B**ank reconciliation statement.
- ✓ **M**aintained integrity of general ledger, including the chart of accounts.
- ✓ **S**ummarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.

- ✓ **VAT Filing** (Quarterly)
- ✓ **Maintains** accounting controls by preparing and recommending policies and procedures.
- ✓ **Guides** accounting clerical staff by coordinating activities and answering questions.
- ✓ **Reconciles** financial discrepancies by collecting and analyzing account information.
- ✓ **Secures** financial information by completing data base backups.
- ✓ **Maintains** customer confidence and protects operations by keeping financial information confidential.
- ✓ **Accomplishes** the result by performing the duty.

Project in PGDM - Finance

Company Name: Coca-Cola

Project Title: Ratio Analysis.

Duration:
30days.

Key
observation:

- Assessment of the firm's past, present, and future financial conditions.
- Done to find financial strengths and weaknesses
- **Primary Tools**
 - Financial statements
 - Comparison of financial ratios to past, Industry, sector and all firms

Education & Credential

<u>DEGREE/CERTIFICATION:</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Postgraduate Diploma in Management	London Management Academy Hyderabad.	2017
Bachelor of Commerce	Kakatiya University.	2015

Certification

- Tally ERP.09 (All versions, journalize to balance sheet)
- MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
- MS Excel (MS Formulae, Reports Automation, Macros)
- Equity Derivatives (Futures, options including settlement process)
- Currency Derivatives (Futures, options including settlement process)

Training & Workshop

Institute of computer software solutions - ICSS
Year - 2015

□ Advanced post graduate diploma in computer application (PGDCA)

P e r s o n a l I n f o r m a t i o n

Father's Name : Naseer Ahmed Khan

Date of Birth : 30th-July-1995

Marital Status : Single

Languages known : English, Urdu, Hindi

Address : 1-4-51, Patel road, Indira Market
Sirpur Kagaznagar, 504296
Dist: KB Asifabad, TS, India

Date :

Place

(Naseer Ahmed Khan)

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