**Aamir Khan**

**Mobile**: +91 8178131882

**EMAIL :** AAMIRKHAN1109@YAHOO.COM

“To become a valuable asset for any organization, by utilizing my professional skills and further enhancing my skills by attaining more knowledge”

**PROFESSIONAL SNAPSHOT**

* A competent professional with **over 7 year’s** rich experience in Accounts
* Proficient in accounts ,administration and Taxation area
* Good co-ordination and leadership skills.
* Good Presentation skills and Excellent at communication
* Resourceful at maintaining cordial relations with different departments & intermediaries and providing value added service, ensuring delight.
* An effective communicator with exceptional interpersonal skills

**ORGANISATIONAL EXPERIENCE**

* **Company:** Roopkatha Creations Pvt Ltd.

**Designation:** Accountant

**Location:** Kolkata

**Time Period:** April 2018 to Till date.

***Responsibilities:***

1. Taxation: GST, Income Tax, TDS, TCS, other Tax filing and payment.
2. Banking: Current Account operating, Reconciliation, Bulk payment Handling.
3. Accounts: accounts Ledgers Maintaining, Purchase and Sales, Account Balances.
4. Solving Query with Clients and Vendor.
5. Preparing required reports for Management and Directors.
6. Registration and Compliance with Employee Provident Fund and Employee State Insurance.
7. Registration for Trade Mark, ISO & Others.
8. ROC: Appointment, Cessation and Change in Designation of Company Directors.
9. Internal auditing of PAN India Branches.
10. MIS Report, CA Certification, Computation P/L & Balance Sheet.

* **Company:** Universal Multi State Credit Co-Operative Society Limited.

**Designation:** Accountant

**Location:** Kolkata

**Time Period:** March 2014 to Feb 2018**.**

***Responsibilities:***

1. Fund Management, Banking, Reconciliation.
2. Maintaining MIS of all account related Job.
3. Payroll Management, ESI & EPF.
4. General Accounting of Regional Office and Branches entire India.
5. Taxation: GST, Income Tax, TDS, etc
6. Accounts Compile, Consolidate, analysis and Report to Management.
7. Internal auditing of PAN India Branches.
8. Handling all customer and Vendor payment.
9. Processing Loan documentation and Disburse Loan to customer.
10. Generated Monthly budget for PAN India.

* + **Company:** International Trade Marketing Organisational. – ISO & Trade Mark Certification.

**Designation:** Accountant Executive

**Location:** Kolkata

**Time Period:** Nov’ 2012 to Feb’ 2014.

***Responsibilities:***

1. Computerized Accounting.
2. Maintaining – BRS, Bank Dealing, Client Dealing
3. Preparation of Voucher, Cash Book, Ledger,
4. Took care of Sale Register, Purchase Register, trial Balance
5. Managed finances and ensured the timely reconciliation of payments.
6. Preparing MIS reports to provide feedback to top management on business operations, viz., billing, collection, credit control, profitability, etc.

**EDUCATION**

* **2013 B.Com. from University Of Calcutta Scoring 50 %**
* **2010 12th From West Bengal Board Scoring 77 %**
* **2008 10Th From West Bengal Board Scoring 61 %**

**IT EXPOSURE**

* Operating Systems : MS DOS, Window- 98/ Window-10.
* Applications : MS- Office and Internet.
* Accounting Operation: Tally ERP 9, Busy, Customise Accounting Software.

**PERSONAL DETAILS**

Father name : Din Mohammad Khan

Date of Birth : 10.05.1992

Marital Status : Married

Contact Address : 21, Priya Manna Basti, 4th Floor, 4Th bye Lane, Shibpur, Haora-711102