

AAMIRKHAN
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Job Objective:

An experienced Accountant with 4+ years efficiency Seeking an accountant position in a leading company where I can develop my career besides using my experience and great skills to improve work performance, development, make progress to the company and also achieve my own objective.

Work experience:

I-Rajasthan Aushdhalaya Private Limited (Pharmaceutical Company)– India (Mumbai)

September 2019 : At Present

Accounts Executive

- Sales bill entries in PSM Software & Purchase Bill entries in Tally
- Daily sales report on PSM software and outstanding report making and mailing
- Daily Bank entries and bank reconciliation in Tally
- Travelling Allowance & Daily Allowance Expenses BDO, ASM, RSM & ZSM checking with tour programme, productivity sheet & Reporting sheet
- Making Cheque All vendors
- Sending Ledgers to All Co-Ordinator doctor wise, ASM Wise, state wise
- Co-ordinate with All Co-ordinator for Dr payment related solving issue
- Updating all Co-ordinator each and every payment received and latest outstanding from doctors and patients.

II - Al Chishty Engineering Work (Mechanical Eng Company) - U. A.E (Ras Al Khaimah)

January 2019 : Aug 2019

Accounts Executive

- Handling accounts in tally Sales & Purchase, i.e. day to day accounting entries of cash and bank.
- Issue of sale invoices,
- VAT Return filling as per U.A.E Federal Tax Authority
- Calculation of monthly Salary/wages of employees, advance & other deductions.
- Credit analysis and follow-up customers for Payment

III-Essel Vision Productions Limited (Film Production Company) (Behalf of Geeta Associates)– India (Mumbai)

January 2018 : December 2018

Accounts Executive

- Revenue Booking:
- Making upload file of Revenue on basis of DCR (Daily Collection Report).
- Tracking CDC (Content Delivery Charges) against Release Plan.
- Checking Exhibitor Agreement like Ratio, Name, GSTIN against DCR.
- Reconciliation between Release Plan and SAP Revenue done.

IV - Singhal & Sewak (Chartered Accountant Firm) – India (Mumbai)

March 2016: December 2017

Accounts Assistant

- Handling accounts in tally receivable & payable, i.e. day to day accounting entries of Cash and Bank, payment follow – up etc.
- Income Tax, TDS, VAT & Service Tax, GST payments.
- Income Tax, TDS, VAT &, Service Tax, GST return filing of Individuals / Prop. Concern, P. Firms & Companies.
- Prepared Balance Sheet & Profit and Loss account of Partners ship. Firms & Pvt. Ltd. Companies

Education:

- B.B.A - (Bachelor of Business Administration)
Tilak Maharashtra Vidyapeeth University (PUNE) 2013
- H.S.C - (Higher Secondary Certificate) M.S Junior College (Hyderabad) 2009
- S.S.C – (Secondary School Certificate) St. Stephen High School (Hyderabad) 2007

Technical Qualification:

- Knowledge of Accounting Package Tally- 9.0.
- Diploma in Office Automation (DOA) with 84% in Mumbai.
- MS- Office (Word, Excel, PowerPoint, Access and Outlook).
- MS-CIT with 89% in Mumbai.
- Operating System: Windows XP, Windows 10, Windows Vista.
- Passed Lower Typewriting Examination with 60% in Mumbai.

Personal Strength:

- Good Communication Skills.
- Adjustable to any kind of situation.
- Adaptability to work in any kind of environment.
- Positive Attitude, Honest, Sincerity, Smart Work and Hard Work.
- Self Driven, independent.

Personal Profile:

Name	:	Aamir Khan
Passport No	:	M2269416
FatherName	:	Moinuddin AliKhan
Date of Birth	:	29 th March 1992
Sex	:	Male
MaritalStatus	:	Unmarried
Nationality	:	Indian
Religion	:	Muslim
LanguageKnown	:	English, Hindi, Urdu
Hobbies	:	Listening, Learning