



Mohd. Suhail Khan

Mobile No. - +91-8840649497/+91-9621474320

Email ID – sheikhsuhailkhan@gmail.com

simplysuhailkhan@gmail.com

Post Applied For :Senior Accounts Executive

Career Objective

To obtain a suitable position in accounts department and benefit the organization from my six years of extensive work experience and knowledge of basic accounting concepts and knowledge of software (Tally ERP. 9).

Work Experience –

1. Hotel The Leaf , Vardan Khand, Gomti Nagar ,Lucknow

Duration- August 2019 to Working

Profile : Accountant

Jobs Responsibilities-

- ✓ Maintaining the sale from rooms of hotel and purchases of kitchen materials on **TALLYerp9**
- ✓ Handling receipts and payment of cash and banking duties.
- ✓ Prepare Bank Reconciliation statement on **Tally erp9** .
- ✓ Preparation of Profit and Loss account of hotel and also maintain stock materials of Hotel .
- ✓ Making payment to suppliers and reconcile their ledgers.
- ✓ Preparation of GST report on monthly and analyzing the **GST** payable amount.
- ✓ Controlling cost of food items of Restaurants and Banquet and Hotel.
- ✓ Maintaining and final statements **Balance sheet** and **Trading & profit and Loss** accounts .

2. Granada Automatic Laundry, Tourist club area Abu Dhabi UAE

Duaration-7 May 2019 to 4August (Worked On Visit Visa)

Profile-General Accountant

Job Responsibilities-

- ✓ Maintaining the Petty Cash Book and Recording daily expense on **TALLYerp9**.
- ✓ Handling Receipt & Payment and evaluation of cash and banking duties .
- ✓ Recording and maintaining Purchase & Sales transactions with **VAT** and reconciliation of ledger of suppliers and customers.(hotels clients)
- ✓ Deposits the **VAT** payable amount to bank end of the month
- ✓ Preparation of salaries of staff and also submit to AL ANSARI exchange
- ✓ Preparing the Profit and Loss accounts and presenting the statement to owner .
- ✓ Maintaining Bank Reconciliation Statement(BRS)on TALLYerp9 and reconciling the ledgers debtors and creditors .
- ✓ Audit of accounts receivables and accounts payable .

3. Dr.M.C. Saxena College of Engineering and Technology, I.I.M Dubagga,Lucknow

Duration –June 2017 to April 2019

Profile- Account Officer

Job Responsibilities-

- ✓ Maintaining the petty Cash Book .
- ✓ Handling Receipt & Payment and evaluation of cash and banking duties .
- ✓ Recording & maintaining Purchase & Sales transactions with & GST and reconciliation of ledger of suppliers and customers.
- ✓ Maintaining Bank Reconciliation Statement(BRS) on TALLYerp9.
- ✓ Preparation of GST report on monthly basis and deposit & GST payable amount to government .
- ✓ Preparation of salary of staff.
- ✓ Preparation of financial statement like Trading and P&L account and Balance sheet and Income and expenditure account .
- ✓ Deduction of TDs and preparation of TDs report .
- ✓ Assisting in E-returns of VAT ,GST and TDs .

5. Eram Girl's Degree College, Lucknow

Duration – May 2016 to December 2017

Profile – Account Assistant

Job Responsibilities –

- ✓ Maintaining accounts and preparation of final accounts (Tally).
- ✓ Maintaining the record of students fee collection.
- ✓ Assist the account manager in salary preparation of staff.
- ✓ Making payments to related parties such as vendors and house keeping staff and security agent .
- ✓ Making Bank reconciliation statement(BRS) on Tally Erp9.

6. SEWS Academy, Lucknow

Duration – April 2014 to May 2016

Profile – Account Executive

Job Responsibilities –

- ✓ Maintaining the record of students fee collection.
- ✓ Ensuring timely payment to vendors engaged for designing, printing and display of promotional material.
- ✓ Salary preparation of staff.

7. Goldrush Sales and Service Limited (Distributor of TATA Motors Ltd.), Lucknow

Duration – March 2013 to March 2014

Profile – In-house Sales Executive

Job Responsibilities –

- ✓ To encourage customer to make a purchase.
- ✓ Assist in setting up the sales lot or the showroom floor for promotions and to put new models on display.
- ✓ Work with the Finance department to develop sales agreements that benefit the company as well as the customer.

- ✓ Collaborate with our Sales Manager to offer attractive deals on used vehicles to interested customer.

Academic Qualification

- ✓ **High School** from ICSE Board with first division in 2007
- ✓ **Intermediate** from ISC Board with first division in 2009.
- ✓ **B.com(Bachelors of Commerce)** from Lucknow University, with first division in 2012.

IT Skills

- ✓ **C.C.C.** (Courses on Computer Concepts) Certified
- ✓ Proficient in usage of **Tally ERP** software(certified)
- ✓ **GST** practitioner (certified)

Personal Details

- ✓ Father's Name: Mr. Mohammed Taj
- ✓ Date Of Birth: 01st September, 1990
- ✓ Marital Status: Unmarried
- ✓ Address: 529Ka / 42, Saket Vihar, Khurram Nagar, Lucknow, Uttar Pradesh, India
- ✓ **PASSPORT NUMBER: L5865972**
+918840649497
- ✓ Languages Known: English, Hindi, Arabic(Read) and Urdu.