

# EJAZ KHAN

## ACCOUNTANT

Adaptable Professional with over 4 years of experience and proven knowledge of Accounts Payable ,Accounts Receivable and Reconciliation .Seeking an opportunity to be a part of the esteemed organization which would provide me the platform to share and enhance my skills and knowledge



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SHARJAH, UAE

## WORK EXPERIENCE

### Assistant Accountant Rapid solution international

01/2022 - Present

Sharjah

#### Achievements/Tasks

- Handling the Accounts Payable Cycle through coordination with Vendor for reconciliation and timely booking of invoices
- Ensuring the cash/bank receipts are recorded and reconciled on daily basis
- Assist senior accountant in preparation of VAT report
- Assist senior accountant in payrolls

### Assistant Accountant Tejpal Motors Pvt Ltd

10/2018 - 10/2021

India

#### Achievements/Tasks

- Maintaining day to day accounting
- Handling of Accounts Receivable & Accounts Payable
- Bank reconciliation and cash reconciliation of sales and service department
- Making ageing report and payment followup with debtors
- Compute taxes and prepare tax returns
- Making daily and monthly reports for management
- Making basic profit & loss & balancesheet statement
- Co-operate with clients to resolve their issues

### Junior accountant India Valves And Automation

05/2017 - 09/2018

India

#### Achievements/Tasks

- Preparing Invoices
- Bank reconciliation on daily basis
- Handling petty cash for company
- Preparing tax returns

## EDUCATION

### Bachelors of Commerce Pune University

04/2014 - 03/2017

India

## SKILLS

Advanced Excel Knowledge

Information & IT literacy

Teamwork

Good Communication Skills

## VISA STATUS

Visit visa expires on 8th JUNE

## LANGUAGES

English

Full Professional Proficiency

Gujarati

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Playing Cricket

Googling