

MOHAMED ZEESHAN KHAN

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Channapatna.



Career Objective

"To share the knowledge what I have to the largest extent , I believe learning and sharing of knowledge is the best contribution for the upliftment of the society, for the welfare of others and for one's life and happiness."

Profile at Glance

- **Master of Commerce- M.Com**
- **1 years+ of experience in the field of Accounts, Audits, and Tax system**
- Proficient in ERP packages like computerized accounting software ORACLE and Tally ERP 9.
- Have fluent communication skills in English.
- Well organized skills in Administration.

Professional Outline

1. CAMBRIDGE FIRST GRADE COLLEGE- CHANNAPATNA

Designation: Lecturer

Duration: DEC 2018 -Present.

2. **M/s. H.K Enterprises (Auditor & Tax Consultant)**

Designation: Accountant

Duration: June 2017 – Present

Channapatna

Company profile: Auditing, Accounting & Tax consultant, Bangalore INDIA.

Role & Responsibilities:

Accounts Operation:

- Maintain records of accounts in a computerized environment.
- Verification of invoices and passing vouchers entries.
- Preparation of periodical reports and ensuring compliance.
- Ensure that all accounts responsibilities are handled efficiently and effectively.
- Participate in Internal / External checking & verification for Audit purpose.
- Check Monthly Bank Statements of all bank accounts maintained.
- Preparations of Bank reconciliation report (BRS)
- Verifying of accounts payables, accounts receivables, Vouchers and Invoices.
- Verification of payments and receipts during the period
- Manage and verify all kind of receivables including discounts, bad debts etc.
- Report to the management on receivable dues & collections.
- Filing of IT>Returns to the taxation authorities.

Academic Qualification

- **Master of Commerce - M.com 73% – Accounting & Taxation** mastered from Bangalore University. Karnataka. India. **2016-2018**
- **Bachelor of Commerce- B.Com 65%-** graduated from Bangalore University. Karnataka. India. **2013-2016**
- **Intermediate (PUC) 68%:** Department of pre-university from Cambridge PU College, channapatna. **2011-2013**
- **SSLC:** Karnataka Secondary Education Examination Board from Cambridge English school, channapatna.(60%)

Co-Curricular Activities

- Conducted project and Research on **Inventory and logistics management at DTDC.**
- Conducted project and Research on **Social media on consumer world.**
- **Workshops Attended:**
 1. INTERNATIONAL ACCOUNTING CONFERENCE.
 2. Goods and Service Tax (GST) and its Implications.

Computer Certifications

- Certified in Computerized Accounting Tally ERP 9
- Certified course in MS OFFICE.
- Diploma in Computer Application
- Certified course in COMPUTER INSTALLATION AND HARDWARE.

Accounting Skills

- **ORACLE10G**
- **Tally ERP 9**
- **MS-Office (Word, Excel, power point and Outlook)**

Communication Skills

- **English, Hindi, Kannada, Urdu, French and Arabic (Partial)**

Personal Details

- Date of Birth: 03.06.1995
- Marital Status: SINGLE
- Nationality: Indian
- Passport no: S0504154 (Expires on 04.03.2028)
- Religion: Islam

Declaration

I hereby declare that information given above is true and best of my knowledge.

PLACE: Bangalore

DATE:

MOHAMED ZEESHAN KHAN