

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.



ejaz18121995@gmail.com 

+971 588461913 

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