

Sawej Khan

Finance & Accounting

Systematic Accounts officer skillful in overseeing AP/AR, payroll and budget administration. Demonstrated success in collaborating with department leaders to enforce budget controls and monitor expenses. Well-organized and knowledgeable team player with decisive nature and good problem-solving abilities. Driven accounting professional aiming to leverage 10 years of experience in accounting roles. Demonstrated success in managing inventory audits and offering meticulous oversight of general ledger management.



Work History

1-5-2023- CURRENT **Finance and Acc. Spec.**

Fursan Travel

1. Work with accounts payable, accounts receivable, and payroll.
2. Process incoming payments by check, credit card, and EFT.
3. Receive, process, and reconcile statements.
4. Prepare monthly financial statements.
5. Generate and review monthly reports.
6. Prepare and make bank deposits.
7. Assist with preparation for annual audits.
8. Prepare and maintain the budget. Actual Vs Accrual.
9. Ensure compliance with internal accounting procedures.
10. Maintain accurate records, including ledgers, journals, receipts, and invoices.
11. Perform administrative and other tasks as needed.

2023-04-23 **Sr. ACCOUNTANT**

CASA (LOK CHETNA MANCH)

- Reconciling sub-ledger to general ledger account balances
- Preparing financial statements
- Assessing internal controls, including risk assessments and reviews of risk areas
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analyses
- Assisting in the design and preparation of budgets for review by management
- Maintaining and reconciling fixed assets schedules
- Supervising accounting staff

2018-01 –
31-7-2022

Account Officer

LRMF, Dehradun

- Gathered financial information, prepared documents and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Itemized taxpayer expenses to identify maximum adjustments, deductions and credits.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Evaluated and improved financial records to make important business decisions.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.



Contact

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Skills

Accounting experience



Excellent

Regulatory filings and compliance



Excellent

Balance sheets



Excellent

Job cost reports



Excellent

Cost reviewing



Excellent

Project Management



Excellent

Goals and performance



Excellent

Strategic planning



2015-01 -
2017-12

Account Manager

CA FIRM

- Identified and investigated variances to optimize financial plans and forecasts.
- Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.
- Delivered engaging and polished presentations to build connections with potential customers and distinguish business from competitors.
- Negotiated prices for products and freights to reduce cost of acquisition by achieving lower price.
- Analyzed account details such as usage, sales data and client comments to enhance understanding of effectiveness and client needs.
- Reviewed and mitigated discrepancies to increase sales, reduce costs and streamline processes.
- Managed book of business to maintain positive relationships and make effective financial or client-related decisions.
- Developed pipeline to monitor sales progress and boost company revenue.
- Liaised with external customers and internal departments to provide and gather information enabling customer requirements to be met.
- Built and strengthened long-lasting client relationships based on accurate price quotes and customer-centric terms.
- Analyzed key competitors to respond to competitive threats.
- Capitalized on emerging trends to reap benefits during growth stages.
- Educated clients on new products or services to increase customer engagement with brand.
- Introduced new processes to improve data analysis.
- Oversaw new business development to generate sales leads, negotiate client pricing and forecast revenue.
- Drove revenue stream development through strategic collaboration and partnerships.
- Forecasted trends and recommended improvements based on financial risk analyses.

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|---|-------------|
| Excellent | |
| Database Management | <div></div> |
| Excellent | |
| Forecasting abilities | <div></div> |
| Excellent | |
| Networking skills | <div></div> |
| Excellent | |
| Advanced computer skills | <div></div> |
| Excellent | |
| MS Office software | <div></div> |
| Excellent | |
| Advanced knowledge of MS Office Suite | <div></div> |
| Excellent | |
| Financial Industry Computer Systems Loan Accountant | <div></div> |
| Excellent | |
| Accounting software | <div></div> |
| Excellent | |
| Fiscal budgeting knowledge | <div></div> |
| Excellent | |
| Budget Analysis | <div></div> |
| Excellent | |
| Accounting software expert | <div></div> |
| Excellent | |

- Trained new and existing staff members in various financial procedures to prepare for job requirements.
- Managed regular finance tracking for numerous branch offices and headquarters expenses.
- Spearheaded expansion strategies to increase business market share.
- Prepared and managed large capital expenditure budgets to effectively handle infrastructure investment and long-term operations.

**2010-01 -
2013-12**

Assistant Accountant

CK Builders & Promoters, Dehradun

- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Reconciled company accounts for credit cards, employee expenses and commissions.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Processed payroll by validating work hours and attendance of employees.
- Reviewed business operations and obligations to help organization function at acceptable level.
- Supervised accounting staff to provide feedback and evaluate progress.
- Communicated with suppliers to reconcile invoice payments.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Balanced and submitted financial reports for review and approval.
- Analyzed and verified employee expense reports for accuracy.
- Completed financial reports, providing insight into performance, operations and cash flow.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Maintained up-to-date knowledge of tax codes, legislation and tax programs.

- Collected and reported monthly expense variances and explanations.
- Upheld strict confidentiality protocols with client details and tax return information.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Worked with management at project level to achieve expense plans.
- Suggested key budgetary changes to increase company profits.
- Monitored company inventory to keep stock levels and databases updated.



Education

2010-08 -
2013-05

BBA: Financial Accounting

IMS Dehradun - Dehradun

2013-08 -
2015-05

MBA: Accounting And Finance

DIT UNIVERSITY - Dehradun