

AKRAM KHAN

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills with 11+ years experience. Adept at working effectively unsupervised and quickly mastering new skills.

EXPERIENCE

Accountant, 01/2021 - Current

Jaipur Biotech Private Limited - Jaipur

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Reviewed invoices for accuracy and completeness prior to payment processing.
- Prepared monthly closing entries for multiple companies' books of records.
- Performed general ledger reconciliations on a timely basis.
- Created journal entries accurately and timely for month end close processes.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Conducted financial analysis and research to advise senior management on forecasting decisions.
- Assisted in the preparation of tax returns by gathering necessary information from clients and maintaining organized files with documents related to taxes.

Accountant, 12/2017 - 12/2020

JDTC Private Limited - Jaipur

Accounts Executive, 03/2015 - 11/2017

Khurana Clothing's Pvt. Ltd. - Jaipur

Metal Controller, 10/2013 - 01/2015

Derewala Jewellery - Jaipur

Billing Officer & Inventory Dept., 06/2012 - 08/2013

Lakshya Enterprises - Jaipur

EDUCATION AND TRAINING

01/2017

M.Com

University Of Rajasthan

Board: Rajasthan University

SKILLS

- Inventory Management
- Team Work
- Financial Reporting
- Tax Preparation
- ERP accounting
- Account Reconciliation
- General Ledger Entries
- Bookkeeping knowledge
- General ledger accounting
- MS Office Suite
- Financial Statements
- Reporting
- Customer Relations
- Accounts Payable
- Bank Reconciliation
- Accounts Payable and Receivable
- General Ledger Management
- Account reconciliation expert

HOBBIES & INTERESTS

- Cricket
- Travelling
- Football
- Music
- Poetry
- Exploring
- Reading

LANGUAGES

Hindi: First Language

English:

B1

Intermediate (B1)

08/2015

Diploma, Accounting And Finance
FDMSD, Gopalpura, Jaipur

01/2015

B.Com

University Of Rajasthan

Board: Rajasthan University

PERSONAL INFORMATION

- Father's Name : Mr. Alam Sher Khan
- Date of Birth : 10/03/93
- Gender : Male
- Nationality : Indian
- Marital Status : Married