

## **CURRICULUM VITAE**

### **MOHD AHSAN KHAN**

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### **CAREER OBJECTIVE**

*Seeking a position to utilize my skills and abilities in an organization that offers learning and professional growth while being resourceful, innovative and flexible*

### **WORKING PROFILE**

- Account Executive in Indian Enterprises around 2.5 years
- Viswakarma auto industry as a account assistant for 6 month.

### **ACCOUNTS**

- Day to day book keeping of sale, purchase, inventory, and petty cash entries in tally.
- Preparation of Bank reconciliation statement.
- Reconciliation of Debtors and Creditors.
- Prepare weekly basis Debtors and Creditors Report.
- Purchase voucher entry in Tally & ERP
- Raising invoices to customer and approved for prices.
- Preparing and analyzing accounting records and financial statements reports.

### **GST:-**

- Calculation of GST TAX and challan payment
- Filling GST return (GSTR-1 & GSTR-3B)

### **ACADEMIC PROFILE**

- 10th from HBSE
- 12th from NIOS
- B. Com pursuing from IGNOU

### **PROFESSIONAL SKILLS**

- Knowledge of accounting principles and procedures
- Communication skills, Interpersonal skills
- Quick learner and effective observation skills

- MS office expertise, Internet usage awareness COMPUTER PROFICIENCY
- MS-Office (MS Word, MS Power Point, MS Excel),
- Tally ERP9 & ERP Software.

### **KEY STRENGTHS**

- Focused and Goal driven with strong work ethics and commitment to give quality work output within given deadlines
- An effective communicator with good relationship building skills.

### **HOBBIES -:**

- Listening music
- Playing cricket
- Reading books

### **PERSONAL DETAILS**

- Father's Name : SHAFI ULLA KHAN
- Address : 198,Rajeev Colony,Near Saran Thana,N I T,Faridabad Haryana-121001.
- Date Of Birth : 5 May 1996
- Languages known : English , Hindi ,Urdu
- Marital Status : Unmarried
- Nationality : Indian

Date \_\_\_\_\_

Place \_\_\_\_\_