






Aamir Khan

Account Assistant

About Me



-  2 Year's Experience
-  Oct 10, 1998
-  Mangalore

-  +91-9632117268
-  ak8336827@gmail.com

Carrier Objective

I am seeking a carrier opportunities in a MNC progressive organization as Accountant professional, where performance is rewarded with new challenging responsibilities and offer growth opportunities & add value to the Organizations.

Professional Summary

Highly motivated, goal driven accountant with over 1.5 years of experience. Proven track record of excellence. Some of my core skills include **Accounting, Auditing & Taxation**. Adept at analytics and in-depth reporting service. An engaging team player who also acts as a motivator.

Professional Work Experience

- ❖ **Accountant & Admin**, 23rd Dec 2020 – Till date
Trionix Global (Digital Marketing Company)
Laxmi Krishna Tower, Balmatta, Mangalore - 575001

Keys & Responsibilities Handled

- Managing accounts payable & receivables.
- Preparing Invoice & managing the cash transaction.
- Preparing monthly cash flow projection statement & Profit & loss statement.
- Preparing month end reports like sales & individual sales report etc.
- Co-ordinating with clients for Due Payments & Following up with the client for website renewals
- Calculating the salary of each employees & generating payslip for the same.
- Auditing of every projects before delivering it to client.
- Managing cost control of the firm.

- ❖ **Account & Audit Assistant**, 13th Aug 2019 – 3rd Oct 2020
Sirajuddin (CHARTERED ACCOUNTANT) B.Com (A&F), A.C.A.
Church Building, Kodialbail, Mangalore-575 003

Keys & Responsibilities Handled:

- Maintaining books of accounts, Accounting vouchers & Petty Cash.
- Passing the purchase, Sales, Journal & Bank entries.
- Verification & Reconciliation of bills with online data.
- Managed accounts payable & receivable.
- Filing of GST returns monthly & quarterly basis.

- Preparing E-WAY bills and Filing of TDS return.
- Finalizing of accounts.
- Preparing B/S, Trading & P&L a/c.

Part time Work Experience

- Worked as part time salesman in Cotton Way Mangalore

Responsibilities Handled:

- Follow communication scripts when handling different topics.
- Identify customer's needs, clarify information, research every issue and provide solutions and/or alternatives.



Education

Bachelor's of Commerce (B-Com)
Pompei College, Talipady- Aikala
Mangalore University.

Graduated, 2019
Marks 54.18%

PUC (12th)
St. Joseph High School, Bajpe.
Mangalore.

Passed, 2016
Marks 59.33%

S.S.L.C (10th)
St. Joseph High School, Bajpe.
Mangalore.

Passed, 2014
Marks 59.68%



Skills

- | | | |
|--------------------|------------------------|----------------------------------|
| • Time management | • Analytical knowledge | • Ability to work in the team as |
| • Goals orientated | • Ability to grasp | • well as Individual |



Certificates

- Completed the advance level of TDS & TCS Course from Munshilearning (Online learning platform) with "A" Grade Performance
- 3 Months of internship in Offpage SEO with Sai Information Technology (Duration : 01st June 2021 to 31st Aug 2021)
- Completed the Tally ERP9 Course from Manipal Career Academy
- Completed the Basic level of Computer course from Manipal Career Academy



Professional Competencies

- Proficient in Excel spread sheets.
- Team oriented with high attention to detail.
- Ability to deal effectively with month end closing Summaries.
- Typing, Documentation, Verbal and Written Communication Skills.
- Dependability, Administrative Writing Skills.
- Assisted with general accounting and month-end closing.
- Worked with accounts payable / receivable teams.
- Reviewed monthly financial statements.



Computer Proficiency

- Ms-Word
- Ms-Excel
- Ms-Power Point
- Tally.ERP9



Languages

- English
- Hindi
- Kannada
- Malayalam
- Tulu



Personal Interests

Playing cricket, Travelling , Listening music & Learning new things



Personal Details

Father's Name:	Hayath Khan	Marital Status:	Unmarried	Birthday:	Oct 10, 1998
Nationality:	Indian	Gender:	Male	Passport No:	T6540563
Date of Issue:	08.07.2019	Date of Expiry:	07.07.2029	Place of Issue:	Bangalore

Declaration

I hereby declare that the information furnished above is true and best of my knowledge and will form the basis of the contract of the employment.

Place: Mangalore

Date:

Aamir khan
Signature