

CURRICULUM VITAE

Imran Khan
General Accounting of ops Associate

Personal Info

Address

Imran Khan S/o Abudul Azeez Khan
2nd Main, 30th Ward, Shanthi
Nagara,
Davangere, Karnataka, Inda.

Mobile +91 8497016707

Email ID

imran.khan.mannat@gmail.com

Skills

Quick Learner

Self motivation

Good Communication

Hard Working , Enthusiastic &

Honest

Software

M.S. Office



Tally ERP 9.0



Oracle



SAP



Languages

English



Hindi



Kannnda



OBJECTIVES :

To ensure the performance of the company for better output through a disciplined, organized and progressive ways with my sincerity, creativity and hard work.

Experience:

27-07-2018

26-12-2018

ACCENTURE India pvt ltd.

General Accounts ops Associate

Record to Report (R2R) Process.

Cash and Bank Activities.

- Accounting, review and resolve items for Cash in transit account.
- Recording manual journal entries related to other cash transactions (e.g. Bank fees, taxes, manual payments).
- Bank statement overview.
- Cash Pool principal and interest postings. Ensure cash pool balance ties to GL.
- Loan repayments and interest booking.
- Taxes & VAT payables.
- Taxes & VAT receivables.

18-03- 2017

31-03-2018

ABDUL NASHEER UH & CO (CHARTERED ACCOUNTANT)

Tax Assistant.

Roles and Responsibility

- Pertaining of Purchase & Sales in Tally software with maintenance of closing stock.
- Have the Knowledge of how to Prepare Books of Accounts.
- Have the Knowledge of how to Prepare GSTR3B, GSTR1, GSTR2A filling process.
- Bank Reconciliation Statement.
- Preparation of VAT computation
- Preparation of P&L Account & Balance Sheet.
- Handled Con Current Audit in SBI Bank at Davangere.
- Handled Con Current Audit in Cananra Bank at Davangere.

01-08-2016

11-03-2017

GULAM & CO (AUDITOR AND TAX CONSULTANT)

Junior Tax Assistant

Roles and Responsibility

- TDS in RPU
- E filing
- Pertaining of Purchase & Sales in Tally software with maintenance of closing stock.
- Bank Reconciliation Statement.

Education:

- M.com** from Athani PG Centre under Davangere University in 2016.
- B.com** from M.S.B. Arts & Commerce College under Davangere University in 2014.
- PUC** from SLPV College under Karnataka Board in 2011.
- SSLC** from Govt Boys High School in 2009.

Certification:

- Accounting with Tally ERP 9.0 From NIIT Institution
- Accounting workshop.
- Diploma in Computer Teachers Training.

Declaration:

I hereby declare that the above written are true to the best of my knowledge and belief.

DATE:

PLACE: BANGALORE

IMRAN KHAN A