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Dubai, UAE

Saad Mohammed Khan

Accountant General



SUMMARY

Bachelor of Commerce with a history of accurately and efficiently maintaining books of accounts, **17 years of experience** in presenting data, analyzing cost control, providing financial reports, and delivering profit and loss statements under time pressures and **3 year of experience** in auditing as an articulated clerk with V.D.Vijay & co. Chartered Accountant.

INTERPERSONAL SKILLS

Self confident, dedication to work and achieve goals under adverse conditions.

KEY SKILLS

Auditing and Financial reports

General Accounting

VAT/GST & Income Tax

Budget & Forecasting

Bank Reconciliation

PROFESSIONAL EXPERIENCE

Accountant General

Dec 2007- Nov 2009

M/s Evershine Watches Int'l LLC- DUBAI, UAE

Dubai, U.A.E

Wholeseller & Exporter of wrist watches Multinational company based in Honk kong

- Preparation of Books of accounts: Cash Book, Bank Book.
- Preparation of Invoices, Purchase entry, expenses entry
- Physical stock verification,
- Reporting to senior accountant

Senior Accountant

Jan 2018- Oct 2021

M/s Unnati Distributors

Bhopal

Distributors with Samsung Mobile phones & accessories Bhopal

- Daily Task: Cash, Bank reconciliation, audit of Collection, Purchase and sales invoices, monitoring on the expenses (as per Expenses Budget).
- Monthly task: GST , TDS, TCS, Preparation of Salary, P/L Account
- Annual Task: Statutory Audit, GST Audit and tax reconciliation.
- Get the accounts Audited by Audit firm with income tax return filling

Manager Accounts

Jun 2009- Dec 2018

M/s Bombay Distributors; Division for ITC Ltd

Bhopal

- Daily Report Preparation, Bank reconciliation, Email to debtors for outstanding receivables, Vat tax calculation and return filling (monthly)
- Collect Interpret and review of financial statement.
- Physical stock verification, Preparation & distribution of salary
- Collect record to get the data of financial year Audited by Audit firm

Accountant

Feb 2006- May 2007

M/s Kakda rolling Mills Govindpura industrial area

Bhopal

A company producing high quality iron bars for constructions industry

- Daily check voucher entries entered by assistant accountant
- preparation of daily outstanding report of debtors for collection,
- godown stock summary, Preparation of trial balance,
- Finalization of accounts for audit work, Help C.A. in finalization.

Accountant

Sep 2004- Nov 2005

Raj radios

Bhopal

A leading supplier of quality sound systems of reputed brands all over M.P. & C.G.

- maintenance manual and computerized accounts using Tally accounting software and finalization of accounts,

- Enter transaction from cash book, bank book, journal book prepared by assistant accountant into Tally accounting software and match daily cash, bank balances.
- Compile purchase register, Sales register, finalization of accounts and help in auditing

E.D.P Incharge on contract (Computer Department)

Feb 2003- Aug 2004

New Bhopal Textile Mills

Bhopal

60 year old Textile Mills a govt. organization

- Introduction and implementation accounting on Tally accounting software maintain pending accounts for last year.
- Responsible for accounting entries in tally, drafting using MS work, Ms Excel and use internet to send daily report ot H.O.
- Training to accounts staff on tally 6.3 updated accounting on tally software for previous year. Worked on self developed payroll software for wages of factory workers and salaried employee.
- Reporting to the General Manager.

Accountant

Feb 2002- Aug 2002

M/s Jain R. Kumar & co. CHARTERED ACCOUNTANT

Bhopal

Auditing and finalization of Accounts, Maintenance of accounts of various organizations. Trading concern, partnership firm.

Articled Clerk

Nov 1998- Feb 2001

M/s V.D. Vijay & co. CHARTERED ACCOUNTANT

Bhopal

- Worked as an articled clerk Auditing of various firm, Maintain accounts of small business concern with finalization,
- Income tax, sales tax, preparation of tax challan and return filing.
- Audit for NGO, school and various trading concern independently.

EDUCATION

Bachelor Degree in commerce

Mar 1998

Barkatullah University Bhopal a capital of Madhya Pradesh

Bhopal

Commerce Faculty

Higher Secondary School

Apr 1995

Career Higher secondary School

Bhopal

Commerce Faculty

TRAININGS

Computer Hardware

Nov 2004- Dec 2004

S.V.Polytechnic

Bhopal

Computer Hardware Repair and maintenance with Assembling of computer

Tally accounting Software

Jul 2002- Sep 2002

OMS Consultants

Bhopal

Tally Accounting software with 6.3 release

MS Office

Feb 2002- Aug 2002

Applied computer Centre

Bhopal

MS WORD, MS EXCEL POWER POINT

Professional Accountancy

Jan 1998- Jun 1998

Roshan Accounts Chamber

Bhopal

Financial Accountancy course with finalization of accounts

ACHIEVMENT

Visiting Faculty -

Mar 2006- Dec 2006

APTECH COMPUTER

Bhopal

Visiting faculty member for Financial Accounting with Computer application (Tally 7.2 Accounting Software)