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| A person posing for the camera  Description automatically generated | **Mohammad Amir Khan**Email: ak592075@gmail.comPhone: +971588935003Address: Ajman, UAE |

# **Personal Summary**

An organized, detail orientated and dependable professional who has the ability to apply her accounting knowledge and experience to a diverse range of financial issues. Right now, I am working under the CA and looking for Job in a well authorized company.

#  **Work experience**

* Worked as an Accountant for Two years since Dec 2018 to Jan 2020 at Letraco Kids Leathers, Kanpur
* Worked as Asst. Accountant for Apr 2016 to Dec 2018 at K.N Chemicals, Kanpur.
* Working as a **Senior Accountant and Office Supervisor** in Al Surah Al Thaminah Auto Workshop, Sharjah, UAE from March 2020 till now.

**Responsibilities**

* To prepare Job Cards and full car inspection list.
* To manage complete accounts for the workshop and other branches.
* To submit bank recognition.
* Manage and supervise the office work and technician’s teams.
* To prepare and submit VAT return.
* Financial Statements: Income and cash Flows Statement, Balance Sheet
* Administrative Support
* Accounting Management
* Managing Bills and Collection
* Balance Sheet Management
* Preparing Financial Status Report
* Data Entry

**Knowledge of**

* Reconciliation
* VAT Return
* Bookkeeping
* Value Added Tax (VAT) and Goods & Service Tax returns.
* Analyzing Financial Data, Electronic Banking System

# **Education**

## B.Com July 2015 - April 2018

Halim Muslim PG College, Kanpur, INDIA

Intermediate July 2014 - April 2015

Siddique Faiz-e-Am Inter College, Kanpur, INDIA

High School 2012 - 2013

Siddique Faiz-e-Am Inter College, Kanpur, IND

**Skills**

Computer Diploma Tally

Mathematical Skills Adaptability

Knowledge of Financial Principles Ability to Multitask

Good Communication Skills Ability to Work Under Pressure

# **Interests**

Learning Languages Reading Books Social work

To Work for NGO

# **Languages**

Hindi English Urdu Arabic

# **Personal Info**

Name: Mohammad Amir Khan S/O: Late Mohammad Laiq DOB: 02-Jan-1996

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# **References**

References available upon request