

SAHIB KHAN

B.COM | Sr. Accounts Executive

Seeking challenging and growth oriented opportunities with reputed companies across the industry

+91 8954409090
24BILLIONS@gmail.com
New Delhi, India

OBJECTIVE

Seasoned accountant executive pursuing a stimulating role to apply my expertise towards driving organizational excellence, while embracing opportunities for personal and professional growth within a dynamic corporate setting.

SUMMARY

Tech Guru Plus with 2 years of experience in Accounts Manager. Presently associated with 24billions Pvt Ltd, as Sr. Accounts Executive.

KEY SKILLS

- Active learner and effective communicator – Practices good judgment and discretion while working closely with corporate team, firm's internal departments and customers and Suppliers.
- Financial Planning and Scheduling
- Proficiency in computers – Proficient in Power Point, Advance Excel and MS Word,Power BI,VBA
- Strong planning and organizational skills
- Team Building & Leadership Client relationship management abilities
- Ability to sustain high working pressure

Professional Skills

- ERP Tally 9.0
- MTPA (Master In Tally Professional Course in 2012
- ITAA (Taxation in path of success in accounting career) in 2020
- Success Taining & Learning Institue (Special PF & ESI Course) july 2023
- MTSTS Certified certificate course in Excel VBA Macros Program - OCT 2021
- Export Import Management course
- Advance Excel, Power Bi Course
- SAP-FICO Module(Financial Accounting & Controlling - November 2022
- Industrial Accounting management skill development (Accounts, Income Tax, TDS, GST, PT, PF, ESIC) - November 2022
- Business Accounting Diploma - November 2021

Strengths and aspiration

Motivated to lead and achieve success through team work, team facilitator, willingness to learn, optimistic and versatile capacity to understand work in deserve condition. Ability to do work up to mark. Willing to adopt change in working environment.

ORGANIZATION SCAN

24Billions Pvt Ltd. New Delhi, India

Sr. Accounts Executive | since July 2013- Present

- Finance & Accounts Management, Financial Planning & Control, Statutory Compliance, Banking / Reconciliations, Commercial Functions, Accounts Payable & Receivable, Cash Flow management, Auditing / Taxation, Personnel Administration, Transaction / Compliance, Cross- functional Coordination.
- Sales Invoicing and Purchase Bill Booking in ERP Software. Bank Reconciliation, Petty cash Book maintenance
- TDS Working, GSTR1 , GSTR 2A & 2B Reco , GSTR 3B Working
- Online GST filling on GST portal, Checking the 26 AS
- MIS Expenses Abstract and Annexure working
- Publish Financial Statements in time, Manage balance sheet and Profit/ loss Statements
- Up to Finalization
- Debtors, Creditors and Branch Reconciliation
- Prepare Stock data Report for bank purpose
- Verification and Confirmation for payment of PF, ESIC, MLWF
- Handled the customer Complaints or Issue
- Scrutiny of Ledger & Trial Balance
- knowledge of MIS, analytical thinking, computer proficiency, teamwork, problem solving, customer service, and effective communication
- Preparation an Audit Report, Verifies assets and liabilities by comparing items to documentation
- Raw Material Consumption Working
- Closing Stock Valuation and Physical inventory Audit Internal & external
- Depreciation Working Co. Act & IT Act
- Maintaining files and records with effective filing systems
- Accounts Payable & Receivable RTGS Data Preparation
- Quick decision-making, resource allocation, and providing guidance and direction to their team members
- Experience in Cash/Fund Flow Management, Account Reconciliation

Tech Guru Plus

Accounts Manager | June 2011 – June 2013

- Making Bank Reconciliation in Tally , Entries of Purchase, Sales, Payment, Receipts
- Purchase Bill Booking & Bank Reconciliation,
- Handled the customer Complaints or Issue, Payroll Processing, Monthly attendance record keeping
- Looking after the overall accounting activities including preparation of cash/bank books, general ledger and finalizing all books of accounts.
- Ensuring maintenance of proper records as per the audit requirements; handling preparation of Purchase & Sales Report updated on daily basis, preparing salary details, monitoring accounting data (through tally ERP9) & maintaining Input Salary Sheet database.
- Handling time office administration, salary administration, finalization & disbursement of salary within time frame.

ACADEMIC PROFILE

B.COM– with 2nd Class which is affiliated to Delhi University

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