

SAHIB KHAN

NEW DELHI - INDIA | +1 8954409090 | 24BILLIONS@GMAIL.COM

SUMMARY

Passionate individual looking for better opportunities for growth and development, willing to learn new things.

WORK EXPERIENCE

Accountant

24BILLIONS, NEW DELHI

Jan 2023 - Present

- Bills Accountability
- Cash Handling
- Cheque & Cash Book Preparation
- Preparation Of Monthly Accounts Summary
- Procurement Process
- Maintaining Bank Reconciliation On Monthly Basis
- Income & Expenditure Book Preparation
- Inventory Record
- Store Keeping

Jr Relationship Executive

TECH GURU PLUS, NEW DELHI

Mar 2021 - Dec 2022

- Customer Dealing
 - Cash Handling
 - Gold Loan Disbursement
 - Recovery Of NPA's
 - Operational Works
 - Selling Financial Products (Wire Money, Insurance, FOREX, NCD, Mutual Funds etc.)
 - Cross Selling (Gold Selling)
 - Maintaining Bank Reconciliation On Weekly & Monthly Basis
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EDUCATION

Bachelor of Commerce with 1st division - Lyallpur Khalsa College, Delhi
12th Standard – kendriya vidyalaya no. 2, Delhi

TECHNICAL SKILLS

- Diploma In Software Technology

- Diploma In Tally & Computer Typing
- Digital Marketing Course From Swayam
- MS Excel & Word.

SOFT SKILLS

- Good Communication Skill
- Critical Situation Handling Ability
- Positive Attitude Towards Working Culture
- Eager To Learn More With Best Output
- Good In Leading Big Team
- Good In Work With Team & Individual as well

DECLARATION

I hereby declare that all the statements made above are true and correct to the best of my knowledge and belief. I assure you, if I'm given a chance to serve, I shall try my level best to come up to your expectations.