

Resume



Asif Khan

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Present Address:

174, Dumdum Road
Kolkata - 700074

Permanent Address:

At/Po. – Mathurapur
Distt. – Samastipur
Bihar– 848101

Personal Information:

Father's Name – A. Khan
Date of Birth– 4th March, 1984
Marital Status – Married
Nationality– Indian

Language Known:

English, Hindi & Bengali

Hobbies:

- Playing Cricket.
- Reading Books.
- Internet Surfing.
- Listening motivational speech.
- Watching inspirational movies.
- Networking with people.
- Learning new things about my work.

Strength:

- Hard working.
- Sincerity and Integrity.
- Positive Attitude.
- Excellent analytical, problem-solving and communication skills.
- Ability to work independently and as part of a team.
- Strong leadership and supervisory skills.

Career Objective

A results-oriented Commerce Graduate with a strong background in accounting. Seeking assignment in Finance & Accounts role to leverage skills and experience for professional growth and impactful contributions. I am an expert in maintaining complete and organized financial records, preparing accurate and timely financial reports, ensuring statutory compliances and supporting financial decision-making processes. Eager to excel in a dynamic accounting role and contribute to company growth and success.

Professional Synopsis

- ❖ Having 10+ years of accounting experience in diverse industries i.e. FMCG, Manufacturing and Service-related sectors.
- ❖ Leading an internal team of five members, supporting and guiding their professional growth and development.
- ❖ Skilled in **Accounts Payable, Accounts Receivable and Month-End Closing activity, Bank & Cash Management, Budgeting and MIS.**

Academic Career

Educational Qualifications	Year of Passing	Board/University	Percentage
B.Com (Hons.) Accountancy	2004	Lalit Narayan Mithila University	1 st with 64% Marks
HSC (12 th std.) Commerce	2001	BIEC Patna	1 st with 63% Marks
SSC (10 th std.)	1999	BSEB Patna	2 nd with 48% Marks

Professional Career

Educational Qualification	Year of Passing	Institute	Grade
Certified Industrial Accountant	2007	ICA Kolkata	B

IT Skills

- ❖ Well versed in Microsoft Office- **Advanced Excel incl. formulas / VLOOKUP/ Pivot Tables/ Custom-Sorting and Filtering/ Conditional Formatting/ Text to Columns/ Paste Special/ Find & Replace/ TEXT/ MID/ LEN/ TRIM/ CONCAT/ PMT/ IF/ SUMIF/ COUNTIF/ ROUND. MS-Word.**
- ❖ Having good knowledge of **Outlook/Internet** application.
- ❖ Having good command on **Accounting Software's Tally Prime/Tally ERP, Fact, Ace, Axpert & Oracle Fusion Middleware with multiple ERP systems.**

Job Experience

Currently working:

Senior Accountant
Thea Technologies Pvt. Ltd. Kolkata
Sept. 2019 to Till Present
Reporting To: Senior Manager

Weakness:

- I am not comfortable until I finish my work in given time.
- I concentrate on one thing at a time.
- Trusting easily everyone.

Achievement:

- Developed internal control in Statutory Compliances and cleared previous defaults at Thea Technologies Pvt. Ltd.
- Streamed lined the unrecognized process of Accounts Payable at BRG Iron & Steel Company Pvt. Ltd.
- Automated complete process of Sales Accounting & Receivables of BRG Iron & Steel Company Pvt. Ltd.

Previous Employments:

Plant Accountant

BRG Iron & Steel Company Pvt. Ltd. Kolkata, India.

April 2013 Till Aug 2019

Reporting To: Manager

Junior Accountant

Subhash Arjun & Co. (Chartered Firm), Kolkata, India.

Jan. 2008 Till March 2013

Reporting To: Senior Accountant

Key Responsibilities Area

- ❖ **Finalization of Accounts:** Maintain all financial transactions properly accounted for and posting all necessary Journal Entries including Accruals, Prepayments, Provisions, Depreciation and Stock adjustments. Reconciling all Banks, Cash, Inventory and G/L accounts. Transfer all P/L and Drawings to Capital A/c. Review and verify Trial Balance and Financials.
- ❖ **Costing and BOM Accounting:** Daily recording of Production Entries for all machines & Posting into Stock Journal for Consumption of Raw Material & Production of Finished Goods. Cost Centre allocation. Monthly stock-taking & passing necessary entries of variances after approval. Prepare Inventory reconciliation. Landed cost preparations for the materials imported from the various countries.
- ❖ **E-Invoicing and Collecting Payments:** Timely Issuance of Sales Invoices and Delivery Notes. Raising Export Invoices and all record keeping in ERP. Handling specific Bill To/Ship To scenarios. Goods distributed as free samples including Point of Sale (POS) raised. Maintain Debtor's credit limit and ageing of credit days and actively follow-up on overdue payments. Issue Debit/Credit notes for returns, discrepancies, promotional discounts and pricing variances. Write-offs (Damage/theft/obsolete Inventory), Stock transfers or any necessary adjustments, and Irrecoverable Debts records in ERP.
- ❖ **Invoice Processing and Vendor Payments:** Ensuring accurate record, approval, and matching of vendor invoices with corresponding Purchase Orders (POs), and Goods Received Notes (GRNs). Processing payments as per defined TATs.
- ❖ **Banking and Reconciliations:** Tracking bank deposits and outgoing payments. Liaison with various bankers for offshore supplier's payments & verifying bank charges on foreign remittance. Reconcile Bank Statements, Cash accounts, Supplier and Customer accounts, Inter- Company and Inter-Branch balances.
- ❖ **Cash Management:** Monitor cash flow by forecasting cash requirements and optimizing cash balances to meet the company's operational needs.
- ❖ **Handling Petty Cash:** Maintain proper accounting and adherence to company policies for petty cash. Weekly disbursements of petty cash to all city branches and regular matching Physical Cash with records.

- ❖ Processing monthly **Payroll** and employee **Reimbursements** and keeping ERP records.
- ❖ **Fixed Asset Management:** Update Fixed Asset registers. Record new purchase and disposal of PP&E. Post depreciation accurately as per useful life of asset.
- ❖ **E-Way Bill** Preparation.
- ❖ **Budgeting and Forecasting:** Assist in the preparation of budgets and forecasts, overseeing of collection budgets, and forecasts cash and fund flow statements.
- ❖ **MIS Reporting:** Submit weekly and monthly sales, collections, production, inventory, receivables, and upcoming payments reports.
- ❖ **Audit Support:** Coordinate and provide support during internal and external audits, ensuring timely and accurate responses to auditor inquiries.
- ❖ **Tax Compliance:** Monthly GST, TDS and TCS calculations and payments, and filling returns. Reconcile GSTR 2B vs 3B. Prepare PF and ESI statements and processing payments.
- ❖ **Financial Reporting:** Preparing Month-end/Year-end Reports including Trial Balance, Profit & Loss and Balance Sheet and reporting such data to senior management & Revenue Authority as per their requirement. Co-ordination with government agencies.

Declaration

I hereby declare that all the Information furnished above is true to the best of my Knowledge. I committed to fulfilling my responsibilities with complete dedication and to the expected standard.

Date:

Place: Kolkata

(Asif Khan)