

CONTACT

Akif Khan

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OBJECTIVE

To secure a challenging position as an Accountant in a progressive organization where I can utilize my 2 years of hands-on experience in Tally ERP 9.0, taxation, and financial reporting. Dedicated to maintaining accuracy in financial statements and ensuring compliance with accounting standards. Looking forward to contributing to efficient financial processes while developing my professional skills and advancing my career in finance and accounting.

EXPERIENCE

1st Feb 2022 - 15th
Oct 2024

- **Accountant**
Sri Sai Tractors Tafe Showroom

ROLES AND RESPONSIBILITIES

- Managed day-to-day accounting operations using Tally ERP 9.0
- Prepared and maintained ledgers, journal entries, and trial balance.
- Handled accounts payable and receivable, vendor payments, and customer billing. Prepared
- GST returns, TDS entries, and monthly financial reports.
- Reconciled bank statements and supplier accounts on a regular basis. Assisted in
- preparing profit & loss statements and balance sheets.
- Generated sales and purchase invoices, credit/debit notes in Tally. Monitored petty
- cash expenses and prepared cash flow statements.
- Coordinated with auditors for annual financial review and compliance

EDUCATION

- Govt. Junior College Mamada
Intermediate - MPC
80%
- ZPHS School, Ponkal
SSC
92%

SKILLS

- Tally ERP 9.0, Tally Prime
- MS Excel, Word, Powerpoint
- Basic knowledge of MS Office and Data entry

LANGUAGES

- 1.English 2.Urdu 3.Hindi 4.Telugu

PERSONAL TRAITS

- Positive Thinking
Good Communication and
Punctuality

HOBBIES

- Playing Badminton, Reading novels, watching movies, solving puzzles like sudoku

PERSONAL DATA

- DOB : 06/08/2002
- Father Name : Sadullah Khan
- Gender : Male
- Nationality : Indian
- Martial Status : Unmarried

PASSPORT DETAILS

- Valid Indian Passport No. X2523821, Expiry date Feb 27, 2034

DECLARATION

- I hereby clear that above all information is correct and true to the best of my knowledge and belief.