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## SKILLS

- Computer Skills
- Interpersonal Communication
- Bookkeeping
- Tax Filing
- Tally ERP 9
- Cost Reduction Management
- Financial Analysis
- Corporate Finance
- Tax Report

## EDUCATION

- M.com
- Dr. Babasaheb Ambedkar Art & Commerce college of Aurangabad
- CGPA 62.50
- B.com
- Dr. Babasaheb Ambedkar Art & Commerce college of Aurangabad
- CGPA 56

## LANGUAGES

- Hindi
- Marathi
- English

# NAUSHAD KHAN

## ACCOUNTANT

### PROFESSIONAL EXPERIENCE

To obtain challenging responsibilities in professional managed organizations where I can contribute to the successful growth of the organization utilizing my skills, experience and hard work and also improve my personal and professional skills.

### WORK EXPERIENCE

#### Accounts Manager at Renuka Tools Aurangabad

##### June 2013 - Present

- Prepared Invoices, Debit note, Credit note
- Responsible for keeping current clients satisfied and delivering exceptional.
- Payable Parties Due Amount Payment outstanding Reports
- Receivable Parties Due Amount Receipts Reports
- Parties' month to month ledger Reconciliation Both Sides
- Day to Day Bank Reconciliation as Per Books
- Balance Confirmation Email Parties Before Finalizations Books of accounts
- Resolve- Queries Accounts Related
- Exports – Invoice Created and app Process Dispatched Regarding
- E Way Bill Created
- Organizational Skills/Multi-tasking Ability
- Petty Cash handling.
- Purchase activity and Rate Negotiation.
- H.R. Working Activities
- Appointment Letters, Resignation Letter, Experience Letter Etc.
- Attendance Calculation
- PF & ESIC Computation Working etc.
- Employees Manage Advances Payment Records
- Employees Bonus Calculation Reports Etc.

#### Marketing field officer at Lokmat Aurangabad

##### July 2010 - May 2013

- As Complainer – Works Door to Door Marketing
- Advertising Collection
- Educational Scheme Activities – (Shikshan Aadhar)
- Maharashtra Times – Data Entries (Cheque 99) 1 Yearly Scheme etc.

#### Customer service executive at the Idea call center

##### July 2008 - Apr 2010

- Deserve Software – Works Forms Fill-up achieving Target.
- Inbound – Calling Process – Resolve Queries & Complaints Customers.
- Build sustainable relationships and engage customers by taking the extra mile