

MOHAMMAD MAROOF KHAN

CONTACT

Address: Khobar Eastern Province 34625

Phone: +966503545318

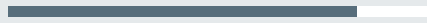
Email: khan.marroof85@gmail.com

SKILLS

- Account Payable
- General Ledger Accounting
- Bank Reconciliation
- Fixed Assets
- Accounting Management
- Account reconciliation specialist
- Bookkeeping
- VAT returns
- ERP software
- Accounts Receivable

LANGUAGES

Urdu, Hindi: Native language

English:  C1
Advanced

PROFESSIONAL SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organized fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.

WORK HISTORY

Senior Accountant AP, 09/2018 to Current

Abdullatif Alarfaj & Brothers Holding Co - Al Khobar, Saudi Arabia

- Record Purchase and Sub-contractors invoices into the system.
- Reconciliation of Suppliers Statement of Account.
- Record LC entries into the system.
- Prepare Vendors ageing statement.
- Respond all vendor inquiries regarding their queries.
- Work for Monthly Depreciation.
- Pass Monthly Journal entries for Indirect and direct Expenses.
- Help team members to resolve their queries.
- Keep track of all payments and expenditures, Specially purchase orders, invoices, statements, etc.
- Assist Manager whatever he requires from Account Payable Department.
- Record Bank Transfer entries into the system.
- Prepare monthly Saudization fees report with HR details, Make Journal entries into the system and Issue Debit Notes to affiliates for the same.
- Handling all account Payable process.

Accountant, 12/2010 to 03/2018

Metmill Footwear Pvt Ltd - Mumbai, India

- To manage the day to day banking activities
- Managing account payable of the organization and responsible for accurate and timely payment to creditors
- Bank Reconciliation & other documents,
- Staff salaries,
- TDS Working, Challan & Payments
- To prepare & fill up Form 704 & Form 501
- Prepare & filing online profession tax return
- Record Staff Details
- To apply online C form & F form of creditors
- To work in Excel, Word, Tally & Internet
- Maintain Stock Register
- Prepare Debit Note & Credit Note
- Maintain fixed Assets register with depreciation
- Prepare Balance Sheet and P&L A/C upto Finalization
- Prepare monthly and quarterly Service Tax calculation on transport

- Prepare monthly as well as quarterly sales tax summaries.

EDUCATION

Bachelor of Commerce (B.com: Accounting & Finance): Accounting & Finance, 07/2010

University of Mumbai - Mumbai, India

Completed Graduation with 78.43 %