

# INAYETULLAH KHAN

## SENIOR ACCOUNTANT

Decisive Senior Accountant driven to provide cost-effective and accurate accounting oversight in Trading industry. Recognized as self-disciplined professional with outstanding communication, analytical and problem-solving skills. Proficient in Tally ERP and MS Excel. Over 10+ years of Experience in managing accounts and financial reporting.

✉ inayatullah4u@gmail.com    📞 +91 9860187400    📍 Aurangabad(MH), India    [in www.linkedin.com/in/inayatullah-khan](https://www.linkedin.com/in/inayatullah-khan)

## SKILLS

Expertise in Tally ERP9 GST With Inventory

Proficient in working with the spreadsheets MS Excel

Advanced book keeping skills Accounting and Administration

## WORK EXPERIENCE

### Account & Tax Associate

**Khan & Associates,Aurangabad(MH) India** *Jun 2020 - Present*

- Prepare full accounting reports, summaries and reconciliation with relevant reports submit before deadline
- Lead,motivate and develop members of a transaction team within the wider process team and ensure the team operation to the highest standards of financial control, compliance and best practice
- Ensure all nominated general ledgers are reconciled and reported within reporting guidelines during month end
- Analyze financial information in response to queries from Management, suppliers, and customers
- Investigate, resolve accounting discrepancies and irregularities
- Take lead in issue resolution on operational matters
- Balance Sheet Finalization i.e year end Full cycle Accounting
- VAT Computation As per Govt. Rule
- Audit Of books of Account
- Online GST Filing
- Income Tax Filing
- VAT Filing

### Senior Accountant

**Om Sai Distributor LLP,Aurangabad(MH) India** *Dec 2014 - Apr 2020*

- Responsible for timely reporting of monthly financial analysis and management reports
- Review monthly accounts, variance analysis and highlight key weaknesses and recommend for improvement
- Prepare, monitor and control the budget analysis and forecasting as well as comparison to ensure realistic budget to advice
- Prepare payment schedule with business partners and review payment plan before payment release to vendors
- Liaise with auditors, tax agent, banker, government bodies and company secretary for all matters relating to audit,tax and statutory requirements comply
- Responsible on vendor and bank reconciliation and payment summary report
- Provide monthly expense and cost analysis for management review
- Able to meet the reporting deadlines and requirements by priority the task given
- Handle audit queries related to account payable and receivable activities
- Preparing and submitting of VAT/GST
- Preparing Creditors & Debtors Reconciliation
- Accounting ledger scrutiny
- Inventory transactions check
- Preparing Sales Invoices

## Accountant

**N.A.Khan Transport Contractor,Aurangabad(MH) India** *Nov 2012 - Dec 2014*

- Substantiates business transactions with relevant supporting documents and maintain proper filing system and records to document transactions
- Prepared journal entries, complete general ledger operations,monthly, year-end closings and draw up financial reports
- Assisted preparation and coordination of the audit process,implementing and maintaining internal financial controls and procedures
- Prepared asset, liability, and capital account entries by compiling and analyzing account information
- Ensured proper recognition of revenue and expenses for departmental cost center activity
- Administer accounts receivable and accounts payable from banks and treasury
- Process and review VAT Tax matters are tracked and submit on time
- Reconcile and maintain balance sheet accounts
- Preparing Bank Reconciliation statement
- Preparing Handling & Transportation Bills of Fleet of trucks
- Preparing J.K Cement Transportation Bills
- Handling all Banking Transactions

## Account Assistant

**Mavin Switchgears And Control,Aurangabad(MH) India** *Aug 2009 - Oct 2012*

- Computerized record keeping systems by initiating and maintaining financial accurate and current tracking in Tally ERP 9
- Documents financial transactions by entering account information
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports
- Monthly reconciliation of prepaid expenses, deferred revenue, accounts payable, pledge schedules, etc
- Complete monthly/annual tax reports, work with tax authorities overtax issues

## PROJECTS

---

### Manual to ERP Accounting Software.

Credit of Migrating the process from Manual to ERP Accounting Software Of Seva Networks Pvt Ltd

## EDUCATIONAL QUALIFICATION

---

### Master of Commerce

**Dr. Baba Saheb Ambedkar Marathwada University** *Apr 2007 - Apr 2009*

From Aurangabad(MH), India

### Bachelor of Commerce

**Dr. Baba Saheb Ambedkar Marathwada University** *Mar 2004 - Mar 2007*

From Aurangabad(MH), India

## CERTIFICATION

---

Computer Literate in Financial Accounting

Diploma in Computer Application & Multilingual DTP

## LANGUAGES

---

English

Arabic

Urdu/Hindi

Marathi