MOHAMMAD ADNAN KHAN

Personal Details

- Phone : +971565681529
- Email : khanadnankhan512@gmail.com
- Address : Al ain Abu Dhabi
- Date of Birth : 17/09/1999
- Nationality : India
- Passport : V0792025
- Driving Licence : Light motor vehicle (Abu Dhabi)

Objective

Accountant Assistant with 2 years of experience is seeking to obtain and secure a position which allow me to utilise my skills, knowledge and abilities,which include but are not limited to,financial transactions ,computer skills, entering and receiving data,generating reports, planing, managing, communicating skills,

Experience

- **Accounting assistant**   3/03/2022 - Present
  Chill & fill Restaurant Al ain Abu Dhabi
  Maintain ledgers and daily financial transactions. Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders. Identify discrepancies in ledgers and accounts.

- **Accounting assistant**   1/06/2021 - 10/01/2022
  Anjum &associates chartered accountancy (lucknow uttar pradesh)
  Maintain ledgers and daily financial transactions. Create financial documents such as bills, invoices. Filling goods service tax and Income tax return and all financial transactions.

- **Internship**   1/05/2020 - 30/06/2020
  One97 Communications Limited (Lucknow uttar pradesh)
  sales management & management accounting

Education

Course / Degree	School / University	Grade / Score	Year
MBA (FINANCE AND MARKETING)	Dr. APJ Abdul kalam technical University	1st division	2021
Bachelor of commerce (B.com)	MUIT Lucknow	1st division	2019
Sr. Secondary examination 12th	UP Board	61.6%	2016
Secondary examination 10th	UP Board	70.16%	2014

Languages

- Urdu (mother tongue) Hindi (mother tongue) English Arabic

Diploma

- ADCA(Advanced Diploma in Computer Application)

Hard Skills

- Financial statements, account analysis, MS Excel, Accounting terminology, mathematics

Soft Skills

- Communication, critical thinking, attention to detail, multi tasking,organisation.