

# ARBAAZ KHAN



## CAREER OBJECTIVE

To perform In a challenging environment where my exceptional strength of deriving optimum output from a group of Individuals, through motivation, leadership and team work that can be utilized to achieve and surpass organization goals.



## WORK EXPERIENCE

- Worked as an assistant accountant in **A.V.S.M. Security and Outsourcing Services Pvt. Ltd.** for one year (Aug 2020 - Aug 2021).
- Worked as an audit assistant in **S.tuli & Co. (C.A Firm)** for one year and five months (Sept 2021 - Jan 2023).
- Worked as an auditor in **HRH & Associates (C.A Firm)** for one year (Feb 2023 - Jan 2024).
- Recently worked with **A.V.S.M. Solutions India Pvt. Ltd.** as an assistant accountant for one year (Feb 2024 - Jan 2025).



## WORK EXPOSURE

- Audit of Pvt. Ltd companies, trust and societies.
- Audit of school, colleges and hospitals.
- Filling of ITR-1, ITR-4 and ITR-7.
- GST Registration of proprietorship.
- Filing of GSTR-1 and GSTR-3B.
- Incorporation of companies on MCA.
- MSME Registration.
- Submission of form ADT – (Appointment of auditor) on MCA.
- Submission of form INC-20A (Commencement of Business).
- Maintained books of accounts on Tally Prime.

**Declaration:** I hereby declare that the above given information is true to the best of my knowledge.

(ARBAAZ KHAN)

Date - 07/03/2025

Place – Musaffa Shabiya



## CONTACT



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## PERSONAL DETAILS

**Date of birth** - 23/03/1997

**Nationality** - Indian

**Passport No.** - S8583940



## EDUCATION

**High School** from **I.C.S.E Board** in 2013.

**Intermediate** from **U.P Board** in 2015.

**B.com** from **Lucknow university** in 2018.

**M.com** from **Lucknow University** in 2021.



## SOFT SKILLS

- Good communication skills and ability to present complex information in an easy to understand format
- Strong interpersonal and problem solving abilities.



## HARD SKILLS

- Four months course in Tally including GST.
- Good enough basic's of MS.Excel and MS.Word.