

CURRICULUM – VITAE

IMRAN KHAN

**E-mail: khan.hmimran@gmail.com
Mob No: +918874207230, +919927951002,**



OBJECTIVE:

Seeking challenging work whereby I could utilize, perform, and accomplish and where I can enhance my knowledge and contribute to the growth of the organization with my skills and experience.

ACADEMIC QUALIFICATIONS:

- B.COM From CCS University Meerut in 2010
- Intermediate from U.P Board Allahabad in 2007 .
- High School from U.P Board Allahabad in 2005

PROFESIONAL QUALIFICATIONS:

- **MBA-(Master of Business Administration) from College of Engineering and Rural Technology, Meerut with Specialization in Finance & HR**

Computer Knowledge

- Tally ERP 9.0
- MS office (basic knowledge of computer)
- Operating System : Windows XP, Windows 7.
- Internet Savvy

WORKING EXPERIENCE

- Now working from 3.5 year as a Accountant at Nutech Enterprises Pvt. Ltd., Km-3, Gagole Road, Partapur, Meerut as a Manufacturing Company
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Key Responsibility Handle

- Knowledge handle Sales tax, GST Works
- Establishing table of accounts
- Maintain Inventory Books
- Handling ledger accounts and keeping the check for any invoices or payments
- Preparing forms and manuals for accounting and book keeping personnel
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Preparing dispatch bill in Tally Erp9.0
- Handling Cash A/c
- Banking Operation

STRENGTH:

- Positive thinking.
- Hard working

HOBBIES:

- PLAYING CRICKET
- MAKING FRIENDS
- INTERNET SURFING

PERSONAL PROFILE:

Name	IMRAN KHAN
Father's Name	MOHD HANIF
Date of Birth	05 JULY 1988
Permanent Address	VILL. + P.O. – BHOOD BARAL DISTT. –MEERUT. UP (250103)
Mobile No.	+918874207230, +919927951002
Email	khan.hmimran@gmail.com

DECLARATION:

I fully understand the responsibility of the job & I commit myself to the College's rule & regulations. I hereby solemnly declare that all the statements made above are true to the best of my knowledge & belief.

Dated:**Place: MEERUT****(IMRAN KHAN)**