

Salil Khan



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Date of Birth: 16 Aug 1991 – Nationality: Indian

Professional summary

Accomplished Accountant with over a decade of experience in financial management, accounting, and taxation. Demonstrated expertise in handling accounts payable and receivable, payroll administration, and managing day-to-day accounting operations using Accounting software. Proven track record in preparing financial statements, conducting bank reconciliations, and ensuring compliance with VAT, Corporate Tax and other statutory requirements. Adept at financial forecasting, cash flow management, and generating MIS reports to support strategic decision-making. Skilled in MS-Office, MS Advance Excel, Tally Prime, QuickBooks, Wingold NXT proficiency, and maintaining accurate financial records. Career goal includes leveraging extensive experience to drive financial efficiency and compliance within a dynamic organization.

Experience

June 2023 - Till Date, Accounts Executive, Oltin House Gold Trading L.L.C

Company Profile: Gold Bullion Trading Entity, Dubai

- Prepare and Analysis of financial statements, including balance sheet, income statements and cash flow statements.
- Ensure timely and accurate reporting of financial data in compliance with company policies and applicable regulations.
- Oversee the entire accounting cycle, from bookkeeping and account reconciliation to month end closing and financial reporting.
- Analyze expenditure trends and recommend appropriate budget levels and ensure expenditure control.
- Calculation of gold rate as per online market rates based on purity.
- Record and maintain all books of accounts with complete entries in wingold NXT system.
- Reconcile bank statements and ensure accuracy of financial data.
- Process accounts payable and accounts receivable transactions.
- Process vendor's invoices, general ledger and processing payroll & WPS.
- Maintain complete customer screening in crowe screening software.
- Preparation vat return, corporate tax and submission of GO AML report to authorities.
- Consolidated financial statement on monthly, quarterly & yearly basis. Preparation of various other MIS reports.
- Assist in the preparation and execution of internal and external audits by providing necessary documentation and ensuring compliance.
- Maintain organized financial documentation and records.

Oct. 2017 - May 2023, Accountant, Friends Developers

Company Profile: Construction, India

- Evaluate daily accounting activities to identify cost-saving opportunities.
- Record journal entries for accounts debited and credited.
- Tally cash in hand at the end of the shift and prepare for bank cash deposit.
- Record and maintain all books of accounts with accurate entries in the Tally Prime system.
- Compile, analyze, and present financial reports.
- Ensure the proper reconciliation of receipts and payments for both cash and bank accounts.
- Verify bills, pass vouchers, and approve payments.
- Manage accounts payable according to contract terms with vendors and suppliers.
- Contribute to the development of budgets for purchases and office expenses.
- Handle the processing of GST and income tax returns.
- Preparation of monthly, quarterly and yearly accounting report.
- Maintain and manage budgeting and forecasting activities.
- Prepare monthly, quarterly, and yearly accounting reports in compliance with relevant regulations.

Apr 2013- Sept 2017, Accountant B. D. Brush Art

Company Profile: Wholesale, India

- Maintaining all books of accounts with complete entries in tally prime up to trial balance.
- Issue purchase, sales, payments and receipt invoices in tally prime.
- Maintain daily cash/bank transaction.
- Handling daily petty cash with complete ease.
- Monthly cash/funds flow statements.
- Interact with internal & external auditors in completing audits.
- Handling VAT, TDS, service tax, CST, GST taxation.
- Preparation of profit & loss and balance sheet statement.
- Preparation of finalization of accounts.
- Preparation of monthly, quarterly and yearly accounting report.
- Bank reconciliation of bank books.

Apr 2012- Mar 2013, Accounts Assistant, Arun Sathe Tax Firm

Company Profile: Tax Consultant Firm, India

- Prepare sales, purchase, receipts and payment entries in Tally ERP9.
- Bank reconciliation of bank books.
- Filing of income tax return, VAT, TDS etc.
- Auditing of all books of accounts.
- Prepare monthly outstanding, payment statement and taxation.
- Prepare balance sheet, profit & loss and finalization of accounts.

Skills

- **Software Skills:** MS-Office, Tally Prime, QuickBooks, Wingold NXT, Advanced Excel.
- **Accounting Systems:** VAT return preparation, account reconciliation, cash/bank book reconciliation, accounts receivable and payable maintenance.
- **Financial Expertise:** Financial reporting, cost accounting, budgeting and forecasting, payroll management, corporate tax preparation.
- Internal and external audit procedures.
- Ensuring regulatory compliance.
- Strong communication and interpersonal skills.
- Analytical problem-solving ability.
- Quick learner and effective team player.

Education

- Bachelor of Commerce in Finance

Languages

English	Advanced	Hindi	Advanced
Urdu	Advanced	Marathi	Advanced