

SALIL KHAN

Accounts Executive



Contact

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Nationality - Indian

Visa Status - Employment

Skills

Financial
Accounting



AML



General
ledger
accounting



Account
reconciliation



I am seeking a challenging position where I can contribute my skills and experience towards achieving the goals of the organization. With a successful academic background in Finance & Accounting, I have gained 13 years of diverse experience in accounting across multiple sectors, including accounting firms, general trading, construction, and gold trading. I am confident that my expertise will enable me to make valuable contributions, and I assure you of my dedication and hard work to meet organizational objectives. I look forward to a positive response.

Work History

Accounts Executive

Olfin House Gold Trading LLC (Dubai, UAE)

2023-05 - Current

- Ensuring compliance by completing necessary documents such as **KYC** and **account opening forms** for new clients and transactions
- Overseeing **day-to-day** financial accounting in multi-currency environments, and ensuring accurate financial data is maintained
- Calculating the **gold rate** based on online market rates, adjusted for purity and market fluctuations
- Managing client **invoicing** and preparing the **general ledger** entries. Analyzing **P&L**, **cash flow**, and **balance sheet** reports. Preparing **VAT returns**, **Corporate tax** filing and submitting the **GO AML report** to authorities
- Preparation of **consolidated financial statements** on a monthly, quarterly, and yearly basis
- Handling **petty cash** balance & Expense and **bank** reconciliation
- **Payroll** processing and **WPS** of employees
- Conducting **internal audits** to identify discrepancies in the system and recommending corrective actions
- Evaluating the **effectiveness** & **efficiency** of internal control system

Accountant

Friends Developers (Mumbai, India)

2017-10 - 2023-05

- Preparing **financial statements (profit & loss, balance sheet, cash flow)**.
- Monitoring **cash flow** and ensuring sufficient liquidity.
- Analyzing **financial performance** and providing insights.
- Assisting in the preparation of project **budgets**.

Tax law understanding



Annual report



Languages

English



Hindi



Marathi



Software

Tally ERP, Prime



MS Office



MS Excel
(Lookup, Pivots)



WinGold NXT



Quickbooks



Education

2009-06 - 2012-05
University of Mumbai

Bachelor of Commerce
In Finance

2021-03
European Open University

Diploma in Financial
Accounting

- **Forecasting** revenue, **expenses**, and project **profitability**.
- Monitoring **actual** vs. **budgeted costs** and reporting variances.
- Recording daily financial **transactions** and maintaining **ledgers**.
- Managing accounts **payable** and **receivable**.
- Handling **payroll** and employee **benefits** accounting.
- Ensuring **compliance** with real estate tax regulations (e.g. GST tax).
- Filing **tax returns** and coordinating with **tax authorities**.
- Managing **audits** and **financial** reviews.
- Managing **vendor** and **contractor payments**.
- Managing **rental income** and **lease** accounting.
- Coordinating with banks for project **financing** and **mortgages**.
- Managing **loan repayments** and **interest** calculations.
- Implementing **financial controls** to prevent **fraud**.
- Ensuring **accuracy** in **financial records**.

Accountant

B. D. Brush Art (Mumbai , India)

2013-04 - 2017-09

- Managed the creation and processing of **sales** and **purchase invoices**, ensuring accurate recording of all **financial transactions using Tally Prime**
- Maintained detailed records of all **cash** and **bank transactions**
- Oversaw **inventory** levels, **purchasing**, and **disposal** of supplies
- Prepared monthly **GST returns**, processed **tax payments**, and ensured compliance with relevant financial policies and regulations
- Conduct monthly **Bank Reconciliation** Statements
- Reconciliation of **creditors** and **debtors** ledger for **audit** procedures

Account Assistant

Arun Sathe Tax Firm (Chiplun , India)

2012-04 - 2013-03

- Prepare **sales**, **purchase**, **receipts** and **payment entries** in **tally ERP9**
- Filing of income **tax returns**, **VAT**, **TDS** etc
- Monthly **GST return** finalization, Processing **tax** payments and returns complying with financial policies and regulations
- **Auditing** of all **books of accounts**
- Assist in Preparation of **balance sheet**, **profit & loss** and **finalization of accounts**