

KHALEEM KHAN

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Seeking a position as Admin Assistant

Objective

Seeking a challenging career in the field of Sales and Accounting to develop and enhance my skills and abilities with the great aim of professional prospects by implementing my theoretical and practical knowledge.

Personal Skills

Dynamic, self-motivated, enthusiastic and keen for progress and developing experience as an Accountant, With ability to lead the team and can take own initiative under pressure and able to meet deadlines maintaining high standards of work.

Career Profile

- Detail-oriented, efficient and organized professional with 2 years of experience in India
- Possess strong analytical and Problem solving skills, with the ability to make well thought out decisions. Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking and preparing MIS, Reports and Presentation.

CORE COMPETENCIES INCLUDE: Extensive use of Build Smart ERP Tally 9 & MS Excel as a tool for designing and preparation of business reports and presentations including Reporting and Documentation, Liaisoning with all Departments, Managing Debtors and Creditors, Good Communication Skills.

Educational Qualification

Qualification	Specialization	Board / University	Year
B.Com	Commerce	Kakatiya University	2019

WORK EXPERIENCE:

- **Worked as Admin Assistant IN Mathaji Enterprises 2020 February to 2021 September (India)**

Responsibilities & Roles :

- Handling day to day activities
- Identify the customer needs.
- Preparing the sale order by customer requirement.
- Follow up the sales quotation, till LPO receive from customer.
- Preparing the sales invoice and issuing the job order to production department.
- Receiving the advance payment from the customer and posting in the system.
- Follow up the job order from the production team.

- Collecting balance payment from the customer before delivering the materials.
- Follow up the stock summery report to the store keeper.
- Preparing and issuing purchase order .
- After receive the Deliver Note from the store keeper preparing the purchase voucher.
- Preparing the Cheque to supplier by cross checking purchase order delivery note GRV.
- Preparing the Ageing Report of supplier and Customers.
- Maintaining reports of day to day cash book.
- Maintaining Petty cash,

PROFESSIONAL TRAINING

. Post Graduation Diploma In Computer Application (PGDCA).

KEY SKILLS:

- Hard working and able to work under pressure determine.
- Ability to work in fast paces changing environment.
- Commitment towards work.
- Resourceful in the completion of projects, effective at multi-tasking and preparing MIS ,Report and Presentation

Personality:

- Positive Attitude toward life.
- Honestly with sense of purpose.
- Openers to words learning new skill.
- Ability to work hard in adverse circumstance to meet the target without loosing patience.

EXPLOSURES:

Operating systems: All Opetaring Systems

Certification : Tally ERP (Balance Sheet, VAT,) MS Office (Word, Excell,Power Point,Access)

PERSONAL PROFILE:

- Date of Birth : 19/01/1996.
- Religion : Islam.
- Nationality : Indian.
- Languages Known : English, Urdu, Hindi and Telugu.
- Visa Details : Visit Visa (expires on 24-12-2021).

INTEREST:

- Reading Books
- Cricket
- Travelling

Declaration

In view of the above I request you to be kind to give an opportunity to serve esteemed organization in the position mentioned for which act kindness I shall be very thankful and grateful.

(KHALEEM KHAN)

