Dear Hiring Manager,

I am writing this letter to express my keen interest in securing a suitable position in your organization. I am a diligent, meticulous and organized professional with work experience of over four years in Office Administration and Cash Accounting.

My education includes as Bachelor's degree in Technology (Information Technology) from Jawaharlal Nehru Technological University in Hyderabad, India.

In my last association with Gulshan Medicare in Hyderabad, India, as an Administrative Assistant and Cashier, I demonstrated strong administrative management, cash management, organizational and people interaction skills, while performing various tasks related to office administration, accounting, stock management, employee attendance, payroll and hiring, where attention to detail and working on own initiative was essential.

I possess the necessary attributes and am confident of my abilities to deal with pressure and multitask with a positive and flexible attitude.

My CV is enclosed for your consideration. Should you have any questions or wish to schedule an interview, please reach me on +91 9063 355 468. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Asif Khan

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| **ASIF KHAN**  Mobile: +91 9063 355 468  Email: asifkhan221087@gmail.com  LinkedIn: <https://www.linkedin.com/in/asif-khan-5ab45a1b5/>  Skype Name: [asifk09khan@gmail.com](mailto:asifk09khan@gmail.com)  Nationality: Indian  Date of Birth: 22.10.1986 Address: House No. 5-5-907/2, Lal Bahadur Nagar, Hyderabad 500 074, India | |
| **PERSONAL STATEMENT**   * Meticulous and diligent professional with over four years of experience in Office Administration and Accounting * Proficiency in preparing and finalizing Petty Cash & Cash Book, maintaining accurate records of inventory, with the ability to identify and plug discrepancies/deficiencies in internal controls * Expertise in managing day-to-day office administration operations in liaison with internal/external teams like bankers and suppliers * Well-versed with supervising/coordinating all aspects of annual maintenance contracts, procurement and materials management to support the financial and operational objectives of the organization * Well-developed reporting skills necessary to prepare and present standard and ad-hoc reports that enable effective decision-making * Decisive and observes discretion when dealing with administrative tasks impacting goodwill and revenue * Strong analytical, problem-solving, organizational and communication skills * Conversant with Microsoft Office (Word & Excel) and Windows 7/98/2000/XP operating systems | |
| **SKILL SET**   * Administrative Management * Timekeeping and Attendance * Cash Book Accounting * Invoicing and Reconciliations * Inventory Management * Contracts Management * Vendor Management * MIS Reporting | |
| **EDUCATION** |  |
| Aug 2008 – July 2012 | Bachelor of Technology (Information Technology) from Jawaharlal Nehru Technological University, Hyderabad, India |
| **WORK EXPERIENCE** | |
| May 2015 – Dec 2019 | GULSHAN MEDICARE, Hyderabad, India  **Administrative Assistant and Cashier**   * Verified receipts and vouchers, reconciled and prepared Cash and Bank statements * Planned and managed dates for setting up appointments and meetings * Drafted and maintained expense reports and other documents * Tracked and maintained attendance of employees * Verified courier, stationery and telephone bills, and ensured settlement of monthly and outstanding payments * Maintained stock of stationery and office supplies and replenished them as and when required, as well as renewed annual maintenance contracts * Scrutinized bills, updated and maintained Petty Cash and Cash Book, and tallied cash at end-of-day * Interacted with banks for regular bank transactions, advices and statements * Verified and tallied physical cash and bank account balances for accuracy * Prepared and dispatched daily base attendance to the Head Office via email * Validated documents of candidates such as passports and GCC slips * Prepared and processed payroll of staff * Participated in the hiring process of new staff |