

# JALAUDDIN KHAN

alkhobar -KSA

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## WORK EXPERIENCE

- **Account Officer, Style Company KSA, ALKHOBAR, Saudi Arabia**(Jun 2020 to Present)
- **Account Officer, National Blue Company Limited, JUBAIL, Saudi Arabia**(Jan 2019 to Mar 2020)
- **Account Officer, EmAzmeel Contracting Companyemployees, JEDDAH, Saudi Arabia**(Feb 2015 to Mar 2009)

## EDUCATIONAL BACKGROUND

- **Kuwar Singh University, PATNA, BECHOLAR FROM COMMERCE, 2012, ACCOUNT AND FINNANCE**
- **VEER KUWAR SING UNIVERSITY, PATNA, INTERMEDIATE FROM COMMERCE, 2009, ACCOUNT AND FIANNANCE**
- **ICA INSTITUTE, PATNA, DIPLOMA IN ACCOUNTANCY-CIA, 2008, ACCOUNTS AND FINANCE**

## SKILLS

- **finished work under given stipulated time. quickbook**
- **documentation skills written communication**
- **documentation skills**
- **telephone skills**
- **target oriented. office experience (general scheduling**
- **enthusiastic**
- **energetic**

- **hardworking**
- **believe in team spirit. able to work under pressure. • ability to work minimum supervision. •**
- excellent inter personnel skills**
- **able to work as a team**
- **other**
- **department**
- **focus**
- **oracle**
- **pressure.**
- **tally**
- **sap**
- **team spirit. able to work under**
- **coordinator/ inventory & stock controller**
- **? having working knowledge in procurement department/ administration**
- **• able to work on software: - erp**
- **• able to work as a team**
- **work under given stipulated time.**
- **believe in**
- **• ability to work minimum supervision.**

## **PERSONAL BACKGROUND**

- **Birthday: - 1991-12-16**