

CURRICULUM VITAE



Mohammad Jalauddin Khan

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Present Address: DAMAM -KSA

Post Applied for: Accountant Officer

OBJECTIVE

Seeking an opportunity to work in organization environment where efficiency, growth, prospects, and devoted serving are unlimited and to strive for excellence in a responsible and challenging position, which will enable me to integrate my knowledge and skills for greater productivity and maximum.

SKILL & ABILITIES

- Able to work as a team, believe in team spirit. Able to work under pressure.
- Ability to work minimum supervision.
- Excellent inter personnel skills, Hardworking, energetic, enthusiastic, target oriented. Office Experience (general Scheduling, telephone skills, documentation skills, documentation skills written communication, finished work under given stipulated time.

- Able to work on Software: - **ERP, ORACLE, TALLY, QUICKBOOK, FOCUS, SAP, other**
- **Having working knowledge in Procurement Department/ Administration Department, Coordinator/ Inventory & Stock Controller**

PERSONAL DATA

• Name	Mohammad Jalauddi Khan
• Father's Name	Alauddin Khan
• Marital Status	Married
• Nationality	Indian
• Religion	Islam
• Language Know	Hindi/English/Urdu/Arabic
• Date of Birth	16/Dec/1991

PASSPORT DETAILS

• Passport No	V6099060
• Place of Issue	Riyadh-KSA
• Date Of Issue	19-May-2021
• Date Of Expiry	18-May-2031

EDUCATIONAL QUALIFICATION

Intermediate from Commerce (I.COM) at Veer Kuwar Singh University (Ara-Patna)-
2008 Major: Accountancy, Bookkeeping

Bachelor from Commerce (B. Com) at Veer Kuwar Singh University (Ara-Patna -India)-
2012 Major: Accountancy, Bookkeeping.

PROFESSIONAL COURSES

1 Year Certified Industrial Accountancy - **C.I.A (Diploma in Accounting) – 2010**

- ⇒ Fundamental of computers
- ⇒ Business computer application
- ⇒ MS Word, MS Excel, MS Power Point,
- ⇒ Accounting software Tally, Quick Dice ERP, SAP
- ⇒ Well versed in Internet surfing

Having six months got training with Auditor (CA farm) for audit work.

WORKING EXPERIENCE GULF(Saudi)

Account Officer --- Eastern Style Company Ltd. AL Khobar, KSA

Our client-

- a) Saudi Aramco,**
- b) King Fahad Military Hospital (KFMMC)**
- c) AL-YAMAMA**

Key Results Areas:

- ⇒ Preparing the Trail Balance, Income Statement & Balance Sheet.
- ⇒ Prepared reconciliation for Monthly closing.
- ⇒ Ensured accuracy of revenue and expense accounts
- ⇒ Analyzed the company expenditure and benefits
- ⇒ Cooperate with internal external auditor.
- ⇒ Preparing sales Invoice for our clients & upload in clients Portal SAP & website.
- ⇒ Follow-up with our clients regarding due payment.
- ⇒ Prepared the monthly Receivable & payable report
- ⇒ Reconciled the all kinds of entries like- Bank/Expenses/Sales/Purchase/Accrual.
- ⇒ Calculation vat return amount on monthly basis and upload in Vat& Zakat website to generate the invoice & acknowledge letter for payment.
- ⇒ To keep the record Company Bank Balance and every day download the bank statement and to our Internal Auditor.
- ⇒ Make the Internal money transection and all kinds of payment-supplier due payment/ Utilities payment/ MOI payment/ vat payment/saadad payment/Bill payment or others
- ⇒ Work on payroll for Employee's salaries/annual leave calculation & final settlement and upload in Bank. Upload WPS file in Gosi, make employees agreement in Mudad.
- ⇒ To prepare the cheque request & cheque deposited in Bank. All kind of Entries like- Sales Entry, Purchase Entry, Journal Entry, Receipt & Payment.

- ⇒ Bank Reconciliation, Cash Flow, and Prepare the statement of Account for Suppliers and Clients.
- ⇒ Prepared the LC for company
- ⇒ To keep the record of approved supplier list, and coordinate with them by emails or calls, and coordinate with our clients if any issue found.
- ⇒ Prepare the PO for suppliers, Quotations and Quoted in ETIMAD for new project, accept the invitation for Bidding the new PO, TO keep the record of Contract & PO expired and coordinate with Clients or Supplier to extend the Po due date and arranged all documents for New PO or Contract value. Verify the PO value, quantity.
- ⇒ To keep the Record of Aramco Portal SAP expiry date and arranged all documents for make the Aramco portal renewal and send email to Aramco employee concern person.
- ⇒ Claim for Retention payment to Aramco.
- ⇒ To keep the record of Company Gosi expiration date /Company account expiration date/ CR expiration and make it updated or informed to concerned persons.
- ⇒ Maintain the IKTVA record.
- ⇒ And performs all kinds of work as per company requirements.

Account Officer ---- National Blue Company Limited (NBC) Jubail Saudi Arabia

(from April 2019 to 31st May2020)

Key Results Areas:

- ⇒ Preparation the Sales Invoice of Sundry Debtors or clients like – Kbr, Satorp, Sankyu, Savage, Olayan Descon, Kientz, Wilson, Alayuni etc.
- ⇒ Follow-up receivable amount from our clients by call and email after due.
- ⇒ Preparation the monthly Income statement.
- ⇒ Preparation the monthly payable statement for our supplier or Sundry Creditors & submit to CEO.
- ⇒ prepared the payment voucher of each supplier.
- ⇒ Keeping the record of Company Bank Balance.

- ⇒ Receiving the Suppliers purchase invoice and verified with attached po, & delivery note, which is approved by management.
- ⇒ Preparing the Cheque & get signature of our company president or online transfer to pay Sundry Creditors or suppliers.
- ⇒ If any urgent advance payment occurs to Supplier for materials, after received material follow-up for vat invoice & pass the entry in system.
- ⇒ Keeping sales, purchase, receipt, and payment entry in our system.
- ⇒ Complete the procedure of letter of Credit (LC) work.
- ⇒ Calculate vat & zakat through our Company Auditor
- ⇒ Prepared the final settlement and leave calculation of Employees.
- ⇒ Bank Reconciliation of Al Rajhi, NCB, Aljazeera
- ⇒ Keeping the record of petty cash and verified expense bill or invoice properly.
- ⇒ To deal with suppliers by call or email.
- ⇒ Preparation Cost Center code for New Project in our System & filling the PO.
- ⇒ Preparing budget for our upcoming or New Project with our Team
- ⇒ Prepare the Account statement of our Company & send to Client.
- ⇒ Prepared the final Account profit & Loss Account and Balance Sheet.
- ⇒ Provide the Trail Balance to Auditor for Audit Purpose
- ⇒ Do the Internal Audit for our Company?
- ⇒ Verify the Expense Bill and get it approved
- ⇒ Preparation the Letter of Retention money for release our payment to Client

Account Officer ---- Azmeel Contracting Company – Saudi Arabia

(from Jan 2015 to March 2019.)

- **The project of National Guard Family Compound (Aramco)- Thuwal**
- **The project of HOP and U&I (Yasref Aramco Yanbu)**

Key Result Areas:

- ⇒ Maintaining of cash & bank books accounts.
- ⇒ Compute the payment processing to the suppliers and vendors from the management.

- ⇒ Preparation of the debtor statement and payment statement,
- ⇒ Cash flow and fund flow statement
- ⇒ Prepared the final settlement and leave calculation of Employees.
- ⇒ Carrying out reconciliation of vendor ledger & cash account.
- ⇒ Preparation & creating the new party or supplier purchaser order from the management.
- ⇒ Ensuring that the external audit requirements like crossing check & review the PO, vouchers & documents and make it tally or match with original entry books of Account.
- ⇒ Preparation of monthly finance report, Inventory status report & fixed assets report.
- ⇒ Coordinate with management or Department if any issue found such as regarding the suppliers' payment & solve this issue through mail or call.
- ⇒ Keeping the record of all expenses and income in company software Oracle.
- ⇒ Performs all company work as required
- ⇒ Keeping the record of all expenses and income in company software Oracle.
- ⇒ Performs all company work as required

Account Officer ---- Saudi Oger L.T.D (ISO 9002) -- Saudi Arabia

(At King Khalid International Airport from 2013 to 2014)

Key Result Areas:

- ⇒ Preparation of time sheet & payroll sheet of Employees.
- ⇒ Preparation leave & final settlement money for employees.
- ⇒ Preparation of petty cash voucher.
- ⇒ Managing account payable.
- ⇒ Preparation of invoice & employee's records.
- ⇒ Employees' settlement calculation up to date job status with shippers list.
- ⇒ Follow up receivable amount from customer, Distribution of petty cash and pass the entry in books of Account

Major Projects Covered:

- 1- (G.A.C.A.) General Authority of Civil Aviation. Riyadh – KSA

- 2- National Guard Family Compound (Aramco)- KSA.
- 3- Yasref Housing Project – Yanbu – KSA
- 4- National Blue Company Limited (NBC) – Head Office – Jubail-KSA

WORKING EXPERANCE OF INDIA

- ✓ Accountant at Petron Engineering Construction LTD.India
- ✓ Accountant at Barauni Petro Chemical & Oil refinery company India.

Key Result Areas:

- ⇒ Make RTGS and NEFT for Sundry Creditors
- ⇒ Bank Reconciliation statement
- ⇒ Working on accounting software, **Tally**
- ⇒ Keeping the record of all inventories receiving and issuing
- ⇒ Keeping the record of all sundry debtors & sundry creditors
- ⇒ Passing the entry of sale & purchasing
- ⇒ Calculating the all kind of taxes as vat, cst, tds ...in Tally.
- ⇒ Filling the CST for permit for material deliveries.
- ⇒ Maintain cash book, Ensuring the bank statement and make it match from cash book

Total Experienced- 12 years

I hereby declare that all particulars furnished above are correct to the best of my knowledge and belief.

Mohammad *Jalaluddin Khan*

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