**CURRICULUM VITAE**



Expertise Skills

* **Tally 9.0 ERP**

**(Accounting with Bank Reconciliation, Payroll and Final Account),**

* **Focus5**

**Accounting package**

* **MS Office advanced (Vlookup & Pivot Table)**

* **SAP- FICO (Finance accounting and Controlling)**

Expertise Skills

1. **MS word**
2. **Excel (Vlookup & Pivot Table)**
3. **PowerPoint.**

**Strength**

* **Team Player.**
* **Self-motivated.**
* **Optimistic.**
* **Interpersonal Skills**

**MD. IMRAN KHAN**

**Email: imrankhanindia2017@gmail.com**

**Mobile no : 7013577565**

**Address : Hyderabad,Telangana.**

**CAREER OBJECTIVE**

**Seeking an opportunity in an organization where I can utilized my Education,Experience,Technical Knowledge and Interpersonal skill in a challenging environment to achieve the organization goals and enhance my career growth in the company.**

**HIGHEST QUALIFICATION**

**MASTER OF BUSINESS ADMINISTRATION (M.B.A) Specialiation in “Finance”**

**Work Experience:**..

**Natural Elements: (April 2019 to November 2020)**

**Designation: Senior Accountant**

**Responsibilities:**

* Prepare purchase order, based on the approved quotation.
* Maintain & handle the purchase ledger and accounts payable.
* Received the sales order from the customer.
* Maintain & handle the sales ledger and accounts receivable.
* Remind the debtors on a regular basis to clear the outstanding due through mail, telephone or personally visiting the customers and build a strong professional relationship for further business.
* Handle the petty cash.
* Send the stock report, Debtors and creditors reports to bank on monthly basis.
* File the GST1 and GST3B on a monthly basis.
* Tallying the purchase value of accounting record with file data on GST portal 2A and making the payment to vendor.
* Pass the TDS entries on the regularly basis and file the TDS return quarterly.
* Prepare the finalization of account and file the annual return under the supervision of the auditor.

**Success The School: (September 2018 to March 2019)**

**Designation: Accountant**

**Responsibilities:**

* Handle the payroll of staff – 5 Branches.
* Update the cheque clearance of students on the regular basis.
* Intract with Bank for Bank statement and POS statement on regular basis.
* Maintaince the petty cash and Bank Reconciliation.
* Maintain the vendor payment list.
* Regularly call the parents for clearance of fee.
* Prepare the finalization of account and file the annual return under the supervision of the auditor
* Prepare the finalization of account and file the annual return under the supervision of the auditor.

Marakash Foodstuff LLC : (Oct 2013 – July 2018) (Dubai – UAE)

Designation : Accountant.

**Responsibilities:**

* Handle the cash sales.
* Organize and maintain the financial records
* Maintain Bank Reconciliation
* Inspect and maintain account books and accounting systems.
* Prepared payments by verifying documentation, and request disbursements for the clients.
* Maintain the records of sales invoice,LPO (Local purchase order) and delivery orders.
* Maintain account receivable and payable of the company.
* Managed the accounts from journal entries to finalization of accounts for the company.

**Shalini Hospital (July 2010 to August 2013) (Hyderabad-India)**

Designation: Accountant

**Responsibilities.**

* Handle cash, cheque and card payment.
* Maintain bank reconcialiation.
* Handle the account payable and account receivable.
* Handle petty cash.

**EDUCATIONAL QUALIFICATION.**

* **MBA(Master of Business Administration)** in  **Finance and Human Resource** from **Osmania University** completed in the year 2010.
* **Graduation(B.Com- Computers)** from **Jagruthi Degree and P.G college** completed in the year 2007
* **Intermediate(Diploma)** from **Oxford Junior College** completed in the year 2004.
* **SSC (Secondary board of education)** from **Martinet High School** completed in the year 2002.

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**PERSONAL PROFILE**

Father Name : Abdul Rasheed.

Nationality : Indian

Religion : Islam.

Passport No : G5765786

Date of Birth : 01/01/1987.

Languages Known : English, Hindi,Telugu and Arabic(Beginner)

Place

Dt: (Mohd.Imran)