

# MD. Zabiullah Khan

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## Professional Summary

Detail-oriented and results-driven professional with **ongoing experience since July 2022** in **document control, financial accounting, and HR administrative support**. Skilled in managing structured documentation systems, handling day-to-day financial transactions, and assisting in HR functions. Proficient in **Tally ERP 9 / Prime, Microsoft Excel, Adobe Suite, and compliance recordkeeping**.

Certified in **Leadership (IIM Ahmedabad)** and **Prompt Engineering (Open AI)**, with a unique ability to integrate modern digital tools into traditional workflows. Adept at ensuring accuracy, meeting deadlines, and maintaining organizational efficiency across finance, documentation, and HR departments.

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## Work Experience

**Pankaj Steel Furniture Works – Bihar**  
**Accounts Executive & Document Controller**  
*July 2022 – Present*

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## Education

**J S University, Sikohabad, U.P.**

- Bachelor of Science (B.Sc) – *March 2024*

**M. P. College, Arakpur, Siwan**

- 12th (Intermediate Science) – *March 2021*

**Islamiya Urdu Academy +2, Mirganj, Gopalganj**

- 10th – *March 2018*

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## Certifications

- Leadership Skills** – IIM Ahmedabad (Team Building, Decision Making, Communication)
  - Prompt Engineering for Chat GPT** – Open AI (AI Prompts, Automation, Content Generation)
  - Adobe Content Creator** – Adobe (Creative Design, Branding, Visual Communication)
  - Tally Bookkeeper** – National Institute (Bookkeeping, Tally ERP, GST & Taxation)
  - Human Resource Associate** – HRCI (HR Compliance, File Management, Basic Labor Laws)
  - Diploma in Fire & Industrial Safety Management (DFISM)** – Hitech Computer Education
  - Advanced Diploma in Computer Applications (ADCA)** – Hitech Computer Education
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## Personal Details

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|-----------------------|---|---------------------------------------|
| Name                  | : | MD ZABIULLAH KHAN                     |
| Father                | : | MD JAINUL HAQUE KHAN                  |
| Date Of Birth         | : | 04/10/2003                            |
| Gender                | : | MALE                                  |
| Marital Status        | : | UNMARRIED                             |
| Religion/ Nationality | : | INDIAN/ISLAM                          |
| Language Known        | : | ENGLISH, HINDI, URDU & LOCAL LANGUAGE |

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## Passport Details

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|-----------------|---|-------------------|
| Passport Number | : | <b>X7048731</b>   |
| Name            | : | MD ZABIULLAH KHAN |
| Place Of Issue  | : | PATNA             |
| Date Of Issue   | : | 10/05/2023        |
| Date Of Expiry  | : | 09/05/2033        |

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## Responsibilities:

### 1. Document Control & Management

- Established and maintained document control procedures, including indexing, sorting, and retrieval systems.
- Implemented systematic document numbering and version control for all internal and external files.
- Archived and maintained soft and hard copies of important business, legal, and HR documents.
- Ensured ISO-compliant filing and quick document retrieval for audits and operational needs.
- Liaised with cross-functional teams to streamline documentation workflows.

### 2. Financial Accounting & Compliance

- Recorded and maintained day-to-day accounts using Tally ERP 9 / Prime.
- Managed GST, TDS filings, and ensured payroll compliance with applicable laws.
- Prepared detailed financial reports including balance sheets, profit & loss, and cash flow statements.
- Handled invoice processing, bank reconciliations, vendor payments, and petty cash management.
- Reduced financial discrepancies by 15% through reconciliation and audit processes.
- Introduced a dynamic budgeting system to enhance cash flow visibility and decision-making.

### 3. HR Support & Administration

- Maintained employee attendance, leave records, and confidential files.
- Assisted in onboarding, ID generation, and HR documentation.
- Supported internal audits related to HR and finance.
- Helped coordinate training schedules and basic grievance redressal support.
- Assisted with HR compliance reporting and file archiving.

### 4. Digital & Visual Communication

- Created Excel dashboards for forecasting and budgeting.
  - Designed visual reports using Adobe Photoshop and CorelDRAW for internal meetings.
  - Utilized AI tools for report summarization and automated document formatting.
  - Applied Adobe Content Creation skills to support internal communications and branding.
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## Achievements:

- Streamlined the accounts payable process, reducing time by **20%** through automation and process simplification.
- Improved financial reporting accuracy by **15%** with better reconciliation and structured data checks.
- Introduced **AI-driven dashboards** to track cash flow, expenses, and performance in real time.
- Played a key role in achieving **zero non-conformities** during the company's first **ISO audit**.
- Shifted 80% of company documents to a **digital format**, cutting retrieval time by half.