

MD. Zabiullah Khan

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.

Work Experience

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

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

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

Personal Details

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

Passport Details

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

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.