# CURRICULUM – VITAE

**HASEEB MOHAMMED KHAN**

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**CAREER OBJECTIVE**

Wishing to seek a challenging carrier in an organization, this would give me an opportunity to grow with it. I am confident that with my dynamic attitude, I can take up a challenges coming in my way for the success of the organization in the best possible manner.

**WORK EXPERIENCE**

**OCT 2014 to Till date:**

**Working in HIKMAT FARES CHEHAYEB EST. For Contracting (Saudi Arabia)** as a Office Manager/ Accountant

See all the Accounting Work In The Organization

Update all the Entry in Accounting Software

Maintain Purchase Invoicing of vendors

Other accounting work

**OCT 2013 to JUN 2014:**

Working in **MAHINDRA FIRST CHOICE SERVICES Ltd** (**India**) as a Accountant

Update all transactions in SAP

Handle cash transaction

Maintain Purchase Invoicing of vendor

Maintain day to day expenses account

Reports generation and updating in SAP

Petty cash Maintenance

Customers Invoicing

Other accounting work

**FEB 2011 to JAN 2013:**

Working in **BLUE WAVE BUILDCON Pvt. Ltd** (**India**) as a Account Executive

Bill generating from builder side

Maintain day to day expenses account

Prepare Monthly Information System (MIS)

Other accounting & administrative work

**TECHNICAL SKILLS :**

Three month training in **SAP FICO** from DUCAT at Noida.

***Overview -Accounts Payable***

Creation of vendors

Posting of Purchase Invoices

Creation of Automatic payment programme (APP)

Clearing of outgoing and down payments

***Account Receivables***

Creation of Customers

Post of sales Invoice, advance receipts

Clearing of Incoming payments and down payments

Dunning, BRS

### PROFESSIONAL QUALIFICATION

**Master of Business Administration (2008-2010)** from Advance Institute of Management, Ghaziabad with First Division (63.6%)

**Specialization** in **Finance** & **HR**

### ACADEMIC QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE/EXAM** | **SCHOOL/UNIVERSITY** | **YEAR OF PASSING** | **DIV.** | **PRINCIPLE SUBJECT** |
| M.COM | M.J.P. Rohilkhand  University | 2008 | 2nd | COMMERCE |
| B.COM | M.J.P.Rohilkhand,  University | 2006 | 2nd | COMMERCE |
| 12th | U.P.Board | 2003 | 1st | COMMERCE |
| 10th | U.P.Board | 2001 | 2nd | COMMERCE |

**ACHIVEMENT**

Two year certificate in NSS

“B” Certificate in NCC

Certificate of rover and ranger.

**PERSONAL DETAILS**

**Address**

Rampur ( U.P) 244901 INDIA

**Passport No.** M 1709490

**Date of birth**  21 August 1987

**Father’s Name** Mohd Farooq Khan

**Martial Status** Unmarried

**Sex**  Male

**Language Known** Hindi ,English,Urdu & Arabi

**STRENGTH**

Discipline, hard work, honesty, total devotion to my work with patience and enthusiasm and working skills of better order.

## HOBBIES

Traveling , meeting new people & music.

**Signature**