

Resume

P. SAIF ALIKHAN

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Career Objective

Seeking a better position to utilize my skills and abilities in a particular industry that offers professional growth while being resourceful, innovative, and flexible.

Work Experience

DWMA (MGNREGS) KADAPA / Computer Operator-cum-Account Assistant
January 2020 – April 2023 , YSR Kadapa Dist , Andhra Pradesh.

Responsibilities:

- Custodian of all books of accounts , records ,registers , Bills, M-Books , Vouchers and musters (both filled and new) in the MCC.
- Data entry and generation of Job cards , work demand , technical estimates , work commencement letters,etc,.
- All mandal Wage payments and Material Payments after generations of FTOs , To - Process the DSK upload .
- To entering the Data in MIS for the process of time bound Registration , Demand Creation , Preparation of Labour Budget , Muster Rolls Generation , Job card Creation , Timely Payment of Wages etc,. as per the provision of MGNREGS ACT.
- Responsible to do all transactions with help of software like generation of estimates, work commence letters, Muster entries, generation of payorders , generation of FTOs.
- Responsible to maintain inventory register of all furniture , accessories , computer etc.
- Responsibility to keep all computers , printers and other electronics accessories pertaining to MGNREGS in working condition and intact..
- Receive the filled up Musters rolls from Program Officer and enter in the MCC properly and generate pay orders / wage lists in time (every day should complete the business of muster entry and generation of Pay orders).
- Responsible to enter the correct inputs in the computer, provided in actual muster rolls,M.Books Input data sheets and other sources like eMMS made available to him/her
- Responsible shall record the change Request on trouble shooting issues through Request Tracking System (RTS) / e-Tickets raising issues to solve the problems .
- Responsible to ensure that all necessary documents and records will be available to audit teams for conducting regular social audit and also regular concurrent social audit.
- To keep regular data backup (once a week) in Google Drive in case of Offline software systems.
- To ensure produce books of accounts , bills , vouchers and other necessary records to internal audit .

Education Details

- M.Sc.,(Computer Science) in Acharya Nagarjuna University Nagarjuna Nagar :: Guntur
- B.Com (Computer Application) in Loyola Degree College (YSRR) Pulivendula(T),Pulivendula(M), YSR (Dist)
- Intermediate (C.S.E) Completed in Govt Junior College In Pulivendula(T), Pulivendula(M), YSR (Dist)
- SSC Completed In Nagarjuna High School In Pulivendula(T),Pulivendula(M),YSR (Dist)

Other Qualification

- Dakshina Bharath Hindi Prachar Sabha Chennai - equilent Intermediate and Degree(B.A)
- Advanced Diploma in Computer Application certified by Govt: AP Urdu Academy , Hyderabad
- IT – Essential Instructor Training Program jointly conducted by Cisco Networking Academy & State Board Technical Education & Training A.P

Personal Profile

- **MY NAME** : Pathan : Saif Alikhan
- **FATHER NAME** : Pathan : Kareem Khan
- **DATE OF BIRTH** : 13.06.1997
- **MARITAL STATUS** : Un-married
- **GENDER** : Male

Languages Known

- **TELUGU** : (READ, SPEAK & WRITE)
- **HINDI** : (READ, SPEAK & WRITE)
- **ENGLISH** : (READ, SPEAK & WRITE)

Declaration

I do hereby declare that the particulars of information and facts stated here above are true, correct, and complete to the best of my knowledge and belief.

P. SAIF ALIKHAN