

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
12 th	U.P.Board	2003	1st	COMMERCE
10 th	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

Marital 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