**CURRICULUM VITAE**

**ALLIMUDDIN KHAN**

**At/PO- Brahmabarada**

**Dist-Jajpur, Pin- 755005**

**Mob:-+91 9040526243**

**E-mail:- allimuddinkhan8@gmail.com**

**CAREER OBJECTIVE**

Intend to build a career with leading organization with commitment and dedication, which will help create an atmosphere for potentiality, efficiency and elevation of the career.

**PROFESSIONAL EXPERIENCE**

Presently Working For OASYS Tech Solutions Pvt ltd as a Accountant. About 2.5 years of experience

**Job Responsibility**

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* Handling PO and NON PO invoices.
* Handling Debit note and credit note.
* Performing quality check to ensure accuracy of invoice processing.
* Preparing daily trackers and sending to the management on daily basis.
* Investigate on invoice discrepancies and follow up with suppliers/ vendor.
* Working on duplicate reports to analyze duplication of invoices and double payment.
* Maintaining Accuracy ,TAT and SLAs.
* And Also doing Pre-verification.

**ACHIEVEMENTS**

* Worked in extreme critical situation and delivered the best results.
* Always achieved 100% quality by completing the work within TAT.
* Received appreciations from Clients.
* Recognition from Management.

**CORE SKILLS**

* Goal Oriented – Committed to success.
* Excellent Communication & Interpersonal skills.
* Team player (Sharing knowledge with team members).
* Ability to learn new concepts & skills effectively.

**ACADEMIC QUALIFICATION**:

* B Com Passed From Utkal University, odisha in 2016.
* +2 Commerce Passed From CHSE, Odisha in 2013.
* HSC Passed From BSE, Odisha in 2011.

**TECHNICAL SKILLS**

* Completed PGDCA From Royal Computer Academic in Odisha.
* Completed TALLY ERP9 from Mainstream institute in BBSR.
* Working Knowledge Of SAP ERP.

**STRENGTH**

* Positive attitude
* Hard working
* Fast decision making
* Flexibility

**HOBBIES**

* Playing And watching Cricket.
* Watching Movies.
* Using Social Media.

**PERSONAL PROFILE**

Father’s Name : Sheralli khan

Date of Birth : 15/05/1996

Gender : Male

Marital Status : Un-married

Religion : Islam

Language Known : English,Hindi,Odia & urdu

**PERMANENT ADDRESS**

AT/PO-BRAHMABARADA

PS-DHARMASALA

Dist-Jajpur, Pin-755005

**DECLARATION:**

I do hereby declare that all the statements made in the application are true, correct and complete to the best of my knowledge and belief .In the event of any Information being found false, my candidature may be cancelled or terminated without any choice.

Date:

**ALLIMUDDIN KHAN**

Place: