**RESUME**

**KHAYUM**

**( Accountant )**  
**E-mail**: [khayum-394359@2freemail.com](mailto:khayum-394359@2freemail.com)

**OBJECTIVE**:

Intend to build a career in the organization, where in my skills of researching and analysing can be utilised for the benefit of the organisation.

**SOFT SKILLS & STRENGTHS**:

-Good nature, working ability in any environment with honestly & authentically.  
- Quick learner with good analytical and problem solving skills.  
- An energetic and focused team player with ability to build productive teams.  
- An optimistic character with good communication skills to maintain effective working relationships.  
- A self-disciplined, friendly person having the power of initiative nature.

##### **EDUCATIONAL QUALIFICATION:**

* MBA in Finance and HR from Pendikanti Institute Of Management(vasavi group of institution), affiliated to Osmania University, Hyderabad with an aggregate of 65% in the year 2014.
* BCOM computers from Krishna Chaitanya Degree College, Nellore with an aggregate of 75 % in the year 2012.
* Intermediate from C A V college ,Allahabad, with an aggregate of 64% in the year 2008
* Diploma In Commercial Practice from Government Polythecnic, Nellore, in year 2007.
* Secondary School Education from St.Peters English Medium High School with a percentage of 65% in the year March-2004.

**COMPUTER LITERATE:**

Packages : MS Office, Tally 7.5,Tally Erp 9, Sage 50(PeachTree)

Operating system **:** Windows

Working knowledge of internet.

**WORKING EXPERIENCE :-**

* **Working as the Accountant in Dubai -From Aug-2019 to Till.**

**JOB DESCRIBTION :-**

* Generating PO in peach tree;
* Preparation Purchases in peach tree;
* Posting expenses entries in peach tree;
* Posting payment entries in peach tree;
* Posting receipts entries in peach tree;
* Raising the invoices in peach tree:
* Preparing cheaques for suppliers and expenses of the company;
* Preparing expenses posting and reconciliation;
* Preparing cheaques for the suppliers and maintaining the payable dates:
* Finalization of accounts at the month end.
* Computing the VAT payables for every three months.
* Submitting monthly report to the accounts manager.
* **Worked as the Accountant From Sep-2018 to March – 2019**

**JOB DESCRIPTION:-**

* Preparation of salaries for all the employees;
* Checking and Posting JV IN TALLY ERP 9;
* Local vendor invoices postings;
* Positing all the accounting entries in TALLY ERP 9;
* Preparing time sheet for all the sites and suppliers ;
* Preparing expenses posting and reconciliation;
* Preparing cheaques for the suppliers and maintaining the payable dates:
* Handling Petty Cash in Hand.
* Submitting petty cash bills weekly to the management.
* Budgeting and preparing the expenses.
* **Worked as the Accountant in Doha- Qatar- From Jan-2016 to Aug – 2018**

**JOB DESCRIBTION :-**

* Preparation of salaries for all the employees;
* Preparation of overtime for all the employees;
* Posting the salaries of all the employees in WPS online system;
* Checking and Posting JV IN TALLY ERP 9;
* Local vendor invoices postings;
* Advances and credit vouchers reconciliation of PEACH TREE and TALLY ERP 9;
* Positing all the accounting entries in the PEACH TREE AND TALLY ERP 9;
* Preparing time sheet for all the sites and suppliers ;
* Preparing expenses posting and reconciliation;
* Preparing cheques for the suppliers and maintaining the payable dates:
* Handling Petty Cash in Hand.
* Submitting petty cash bills weekly to the management.
* Maintain PRO credit card expenses and reconciliation.
* Budgeting and preparing the expenses.
* Preparing sales quotation.
* Preparing LPO
* Inviting the quotations for purchase.
* Taking care of the admin work.
* Preparing the End of service/benefits for the employees.
* Any other tasks to support the finance and administration function;
* Submitting monthly report to the M D.
* Taking care of office equipment’s.
* Looking for office requirements
* Purchase stationary and other office requirements.
* Arranging the meeting’s for the staff in office.
* Taking care of office maintaince.
* **Worked as the Accountant, since 2014-2015.**

**JOB DESCRIBTION :-**

* Preparation and presentation of monthly & quarterly Financial statements ;
* Prepare reconciliations of Bank statement, Account payable and Account receivable periodically and report if any discrepancies found;
* Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.;
* Ensure all payments to suppliers, staff, and other external parties are made according to company policies and procedures;
* Reviews all posting data of daily TALLY ERP 9;
* **Worked as the Junior Accountant in Chennai in the year 2007-2009.**

**JOB DESCRIBTION :-**

* Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents and reports;
* Maintain system of accounts and keep records on all company transactions;
* Reports to the chief accountant to close all the books for all the subsidiaries;
* Reviews Accounts Receivables/Payables and weekly payment runs;
* Processing entries, adjustments, transactions for various subsidiaries;
* Completing the accounting process for all subsidiaries in conjunction with the group chief accountant.;

**INTERNSHIP DETAILS:**

Project Name **: “ SME PRODUCTS”** at STATE BANK OF INDIA, Hyderabad.

Duration **:**  6 weeks

**EXTRA CURCULAR ACTIVITIES**:  
1. Active participation in management fests conducted in various colleges.  
2. Active participation in conducting our college fest UDYATHI-2013.  
3. Active participation in conducting NATIONAL SEMINAR ON MARKETING which was conducted in our college.

**PERSONAL PROFILE**:

Nationality : India

Date of Birth: 4th may 1989

Religion : Indian Muslim

Languages Know : English, Hindi,urdu Telugu and Tamil

**With India four wheeler license**

**Declaration**:  
I am confident of my ability to work in a team with eagerness to learn and grow with the company. I hereby declare that all the information furnished by me is true the best of my knowledge & belief.

**KHAYUM**