**Curriculum Vitae**

Latifkhan

E-Mail: [latifkhan-394195@2freemail.com](mailto:latifkhan-394195@2freemail.com)

**Objectives**:

To Work in an organization where I am able to contribute the organization’s growth and profitability with, my skills and in turn get an opportunity to gain exposure and expertise that would help me to build a promising and successful career.

**Experience:**

1. Worked in Accounts Department from

09/02/2017 to 31/03/2019

**Responsibilities:**

* Working in Tally ERP9, Excel & Word
* Handling and verifying quotations, preparing purchase order for the same.
* Handling day-to-day cash transaction, preparing salary, cheque, payment, receipt, purchase order & Bank reconciliation
* Export documentation
* Sound Knowledge in Import & Export

1. Worked for one year (2012) in Accounts Department

**Responsibilities:**

* Working in Tally ERP9, Excel & Word
* Handling and verifying quotations, preparing purchase order for the same.
* Handling day-to-day cash transaction, preparing salary, cheque, payment, receipt, purchase order & Bank reconciliation
* Export documentation

1. Worked for 2 years as Accountant.

**Responsibilities:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting system.
* Receive, Register, Verify & process all invoices & transactions in the record.
* Managed vendor accounts, generating weekly on demand cheque
* Process monthly payroll & maintain approved payroll records
* Bank reconciliation

1. Worked at SOFTAGE INFORMATION TECHNOLOGY LIMITED (Vodafone India) for 2 years as Data Entry Operator.

**Responsibilities:**

* Maintaining an MIS data of complete sim sales details along with customer details.
* Enters information into the computer system through typing and scanning.
* Verifies accuracy of work by comparing it to source documents.
* Compiles data from various sources.
* Maintains confidentiality of information.

**Educational Qualification:**

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| |  |  |  | | --- | --- | --- | | Degree | Board/University | Year of passing | | B. Com | Gujarat University | 2010 | | H.S.C. | G.S.H.C.E. Board | 2007 | | S.S.E. | G.S.H.C.E. Board | 2005 | |

**Other Skills:**

**Computer Knowledge:** MS Office, Tally 9.

**Strengths:** Hardworking, Self-Confident, Honest and Good

Communication Skills & Punctual.

**Personal Information:**

**Date of Birth :** 03rd June 1990

**Marital Status :** Married

**Religion :** Muslim

**Languages Known :** English, Hindi and Gujarati

**Gender :** Male

**Nationality :** Indian

**Interest Areas** : Reading, Listening Songs & Travelling

**Visa Status :** Visit Visa

**Date: Signature**

**Place:** **Dubai** **(Latif Khan)**