

Permanent Adress:

Patan Peerulla Khan
6/111, Ravindra Nagar Colony
Kadapa-516003
Andhra Pradesh , India.
Mobile No. (+91) 9133544648.
Email: peerulla686@gmail.com



CAREER OBJECTIVE:

To work in an organization which would provide me the opportunity to enhance my expertise and by contributing and grow along with the organization.
Quest to work in a professional atmosphere, which will enable me to cope-up with Emerging technologies, and provide scope for widening the spectrum of my knowledge.
To undertake challenges which keep me active.

JOB OBJECTIVE:

Assignments in Accounts, Admin Executive, Document controller with a high growth oriented organization, which offers excellent growth opportunities, where I can utilize my knowledge to the benefit of the organization.

EDUCATIONAL QUALIFICATIONS:

May 2006 - April 2009 - **Bachelor of Commerce in computer applications(B.COM Computers)**
University of Madras, Chennai. India. (69.72%First Division)
May 2004 - April 2006 - **Intermediate (C.E.C.)**, Vidya Sadhana Junior College, Kadapa. (64.1%)
Board of intermediate education ,Andhra Pradesh, Hyderabad, India.
April 2003 - April 2004 - **Secondary school certifiacte**, S.V.E.M.Englishmedium high school.
Board of secondary education, Andhra Pradesh, Hyderabad, (62.1 %)

WORK EXPERIENCE

KARVY NEXT LIMITED, Hyderabad, INDIA.

Accountant (Feb 2019 to Present.)

BIN YOUSAF TRADING & WATERPROOFING WLL, Doha, QATAR.

Accountant (Nov 2015 to Jun 2018.)

EMARAT, Dubai, United Arab Emirates.

Admin Executive (Jan 2012 TO Mar 2015.)

RESPONSIBILTIES:-

Maintenance of Manual & Computerized accounting up to Finalization, Journal Entries, Ledger accounts, Journal Vouchers, Profit & Loss A/c.& Balance Sheet Preparing Cash Flow Statement, Bank Reconciliation Statement, Monthly income statements.

Maintains all bills payables & Receivable, payments & receipts from customers and vendors.

Making payments to the vendors in time, and bring the required stock by preparing P.O.

Checking & receiving the payments from customer in time.

Maintains bank O.D, L.C & LTR from banks.

Preparing salaries for staff, Payroll and End of Service Benefits

Handling petty cash book. Be responsible for all elements of cash handling including Collections and disbursements, banking and security, fundraising and submitted to the finance Management. Maintain banking system and deposit cheques to bank.
Maintains Inventory Stock report day to day and forward to concern department.
Maintain profit & loss statement, balance sheet end of financial year.
Maintains hard and soft copies, filing and kept the entire documents in confidential manner.
Preparing all expenses like office, vehicle expenses, fuel, store maintenance exp.
Updating all invoices in system so it can be paid by Head Office in stipulated time.
Responsible for closing and opening shifts, and check the cash of cashiers, forecourt, Grocery items and products at the end of shift
Sending monthly invoices to Head office for clearance for payment to supplier.
Preparing Employees Rotational shifts, timesheets in daily, weekly and monthly basis in concerned manner and maintains all employees data upto date.

COMPUTER SKILLS

Micro soft office (M.S. office) and advance excel.
Operating system: Advance windows /xp/vista
Certificate Course in Office Automation.
Certificate course Tally. ERP 9 from single click solutions, Hyderabad.
Operating Quick Book Enterprise Solution 18.0.

STRENGTHS:

Analytical skills, Good communication & interpersonal relation skills.
Perfectionist in any work assigned, Team Player with the ability to lead.
Quick Learner, Smart Working, Positive Thinking & Creativity.
I'm highly motivated & target achiever.
Hard working nature and determination.
Confidence, Innovative & initiator.

PASSPORT DETAILS:

Passport Number	:	R 2802604
Date of Issue	:	23/06/2017
Date of Expiry	:	22/06/2027
Place of Issue	:	Vijaywada, India.

PERSONAL DETAILS:

Father Name	:	Patan Muneer Ahamed Khan
Date of Birth	:	10/06/1989
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Islam
Languages known	:	English, Arabic, Hindi, Urdu
Indian Driving License	:	AP00420130004677 Valid till 16-04-2033 (LMV)

DECLARATION:

I hereby declare that the above furnished information is true and correct to the best of my knowledge & belief

PATAN PEERULLA KHAN.