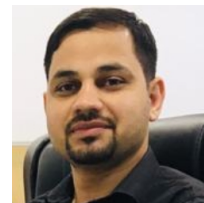


RAZAULLAH KHAN

@ razauallah04285@gmail.com

+97430376734 & +97455483561

Doha (Qatar)



Applied For Accountant

With the total experience of **Five Years** and **Nine months**.

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

Al Samaha Hotel Supplies. Doha (Qatar)

June 2021 - Till Date

Accountant

Process & maintain records of all cash and bank transactions.

Ansar Group, Doha (Qatar)

Feb 2016 - May 2020

Accountant

Process & maintain records of all cash and bank transactions as per the Ansar Procedure.

V2 Retail Pvt. Ltd. New Delhi, (India)

Aug 2014 - Oct 2015

Floor Incharge

Analyzing the sales figures and also predicting the volume of future sales in order to maximize profits.

Education

MTU, Noida (India)

2013

MBA - Finance & Marketing

First Division

VBU, Hazaribagh (India)

2010

B. Com - Account Honours.

First Division

D.A.V Model

2007

Intermediate

First Division

Skills

Microsoft Dynamic NAV

Tally 9.0

- MS Excel, MS Word, Power Point, Microsoft Outlook.
- Preparation of BRS, Accounts, Receivables, Accounts Payables, Balance Sheets, Vendor Debit Balance, General Ledger and Vendors payments.

Achievements & Awards

- Got Diploma In Computer and Application.
- Got Best Employee (Ansar Gallery)
- Got Best Performer (School Scout and Guide)
- Blood Donor (VBU)
- Got Appreciation Letter

Language

- English, Hindi and Urdu.

Activities

- Process & maintain records of all cash and bank transactions as per the company's procedure.
- Expertise in SAP for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules.
- Ensure payment processing and Payroll management as per the company's rules.
- Ensure vendor management adhering to the company's policies, practices and procedures.
- Handle and manage store promotions, agreement creation.
- Handle cash, Cheque Printing via Microsoft Dynamic Nav and bank operation.
- Experienced in controlling Debtors & Creditors, preparation of debtors & Creditors Outstanding list and reporting to Management.
- Well versed in preparation of department wise Monthly Collection Report.
- Expertise in reconciliation of receivable & payables with their respective statements.
- Supervising and Coordinating subordinates to ensure in smooth accounting.
- Handling Self-Correspondence with all Business Clients, Suppliers and Banks.
- Utility payments (water, electricity, Rent, Telephone & Internet).
- Preparation various reports relating to cost & expense, GP and sales etc.
- Preparation advertisement & promotional expense Reports and Generate payments.
- Petty Cash transactions and travelling expense preparation.

Projects

- **Ansar Gallery, Doha (Qatar)**
Process & maintain records of all cash and bank transactions as per Ansar Procedure.
- **V2 Shopping Mall, New Delhi (India)**
Account Management.

Personal Details

- Date of Birth : 15/02/1990

Marital Status : Married

Nationality : Indian



Passport Details

Passport Number : L5527091

Date Of Issue : 31st Dec 2013

Date Of Expiry : 30th Dec 2023

Place Of Issue : Ranchi (India)



Declaration

I hereby declare that all the statements made above are true to the best of my knowledge and belief.