



KHAN MOHAMMAD JALAUDDIN

ACCOUNTANT

PERSONAL DETAILS

Name: Mohammad Jalauddin Khan
Father's Name: Alauddin Khan
Date of Birth: 16/Dec/1991
Marital Status: Married
Nationality: Indian
Religion: Islam
Language Known: Hindi, English, Urdu, Arabic

CONTACT

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ADDRESS

DAMMAM -SAUDI ARABIA

PASSPORT DETAILS

PASSPORT NO: V6099060
PLACE OF ISSUE: RIYADH- KSA
DATE OF ISSUE: 19-MAY-2021
DATE OF EXPIRY: 18-MAY-2031

EDUCATION

Intermediate from Commerce (I.COM) at Veer Kuwar Singh University (Ara-Patna)- 2008 Major: **Accountancy, Bookkeeping**

Bachelor from Commerce (B. Com) at Veer Kuwar Singh University (Ara-Patna -India)- 2012 Major: **Accountancy, Bookkeeping.**

1 Year Certified Industrial Accountancy - **C.I.A (Diploma in Accounting) – 2010**

Had **6 Months** Training In **CA Firm.**

WORK EXPERIENCE

- **Account Officer ---- Saudi Oger L.T.D (ISO 9002) – Riyadh, Saudi Arabia**
- At King Khalid International Airport Riyadh Saudi Arabia (From 2013 To 2014)
- **Account Officer ---- Azmeel Contracting Company – Jubai,Saudi Arabia** (from Jan 2015 to March 2019.)
- The project of National Guard Family Compound (Aramco)- Thuwal
- The project of HOP and U&I (Yasref Aramco Yanbu)
- **Account Officer ---- National Blue Company Limited (NBC) Jubail Saudi Arabia** (From April 2019 to 31st May2020)

WORK RESPONSIBILITY

- Analysing the Trail Balance, Income Statement & Balance Sheet.
- Maintained Company Ledger & analysed all Accounts.
- To Prepare Monthly Receivable & payable report.
- To Calculate vat, Return & Filling monthly or quarterly.
- Analysed the Company Expenditure & benefits.
- To Reconcile the Bank Statement monthly.
- Analysing the Cash Flow.
- To prepare the Statement of Accounts for Suppliers & Clients.
- To Generate the Sales Invoice & submit to our clients.
- Prepare Documents for LC.
- To maintain the IKTV Record
- To prepare PO & Quotation and Bidding for New Project.
- To work on company payroll like- Salaries, leave calculation, ESV Calculation.
- To upload WPS file in Gosi.
- To collect the Clients data & Financial transaction.
- To Follow-up due payment from clients.
- Pass the all-journal Entries in Company program & calculate Depreciation of Fixed assets on monthly basis.
- To prepare the documents for audit purpose.
- Collecting and Analysing data about a company's operational costs.
- Filling the Company Documents.

- **Account Officer --- Eastern Style Company Ltd. AL Khobar, Saudi Arabia** (From June 2020 To Till Now)

Our Client-

- Saudi Aramco,
- King Fahad Military Hospital (KFMMC)
- AL-YAMAMA

Experience In India

- Accountant at Petron Engineering Construction LTD.India
- Accountant at Barauni Petro Chemical & Oil refinery company India.

Total Experience 12 Years

SKILLS

- Financial Records & Reporting.
- Able to work under pressure & independently.
- Ability to work minimum supervision.
- Excellent inter personnel skills, Hardworking, energetic, enthusiastic, target oriented & Client/Vendor relationship.
- Office Experience (general Scheduling, telephone skills, documentation skills, documentation skills written communication.
- To finish work under given stipulated time.
- Able to work on Software: - **ERP, ORACLE, TALLY, QUICKBOOK, FOCUS, SAP,** & others.
- Having working knowledge in Procurement Department/ Administration Department, Coordinator/ Inventory & Stock Controller
- To perform Work As per Company Requirement.