

ZEESHAN ULLAH KHAN

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CAREER OBJECTIVE.

Looking for a career oriented position in the field of accounts, where I can fully utilize my abilities and skills to the best of organization and achieve a sense of accomplishment regarding my profession.

SELF-SYNOPSIS.

- Self –motivated, self –oriented and goal driven.
- Team player, quick learner and eager to acquire additional skills.
- Good in MS office and data entry.

WORK EXPERIENCE.

- Currently working with Delmon International Hotel from May-2017 in Accounts & finance department. My responsibilities are to prepare credit customer invoices, travel agent commission, POS (point of Sales) credit card reconciliation, accounts receivable control account, Pass adjusting entries, update M.R/M.I in Store model for updated stock etc.

1- Worked with Al-ATLAS Furniture Bahrain.

Designation: Accountant

Oct-2016 to Apr-2017

Department: Accounts

Responsibilities:-

- To Prepare Supplier Payments & Accounts Payable reconciliation.
- Process Payroll and adjust employee advances and loan requests.
- Prepare Local Purchase order(LPO) and co-ordinate with supplier.
- Maintain petty cash account and monthly fuel consumption report.
- Prepare credit vouchers and Bank deposit on daily bases.
- Stock taking on monthly and weekly basis.

2- Worked with Al-Manaratain Company and Ali Al-Shaab Group(W.L.L) Bahrain.

Designation: Accounts Assistant

Oct-2009 to Sep-2016

Department: Accounts & Finance

Responsibilities:-

- To Prepare and issue Sales Invoices to credit customers on ERP base software.
- Reconciliation of accounts receivable and communicate with the customers.
- Day end closing reports for the sales men and verify their day end activity.
- Prepare Sales order in ERP system received from sales man/email/telephone.
- Cash memo report verification and update the same in to the system.
- Prepare monthly/quarterly and annual Sales men wise sales report.
- Verification for monthly attendance and take stock from different sites.
- Prepare LPO and enter GRN in to the system.
- Co-ordinate and assist auditors in annual audit report.
- Daily Cash Closing and prepare final report.

2- Worked with Institute of Business Management as an Accounts Assistant.(Pakistan)

Designation:Accounts Assistant

Oct,2007 to Jan2009

Department:Accounts & Finance

Responsibilities:-

- Prepare Debit, Credit and pass general vouchers on ERP based Accounting System.
- Preparation of Debit/Credit Memos.
- Prepare Bank position and monthly Bank Reconciliation.
- Prepare supplier payments and co-ordinate with the bank regarding daily transactions.
- Petty cash payments, and prepare daily cash and credit reports.
- Pass adjusting entries to adjust employee loan and advances.
- Prepare annual fixed assets reports.

3- Worked with Mima Group of Companies as an Accounts Officer.(Pakistan)

Designation:Accounts Officer

Jul,2006 to Sep,2007

Department:Accounts & Finance

Responsibilities:-

- Maintain Accounts Payable and prepare suppliers Payments in due time.
- Co-ordinate with legal advisor for notices, Received from time to time from the income tax department.
- Verification of credit invoices/bills before the payment.
- Prepare Bank Position for record update.

Extra Activities:-

- Attend Enterprise Resource Planning (ERP) Modules for Finance and Purchase.
- Get training of financial Accounts Managements and Fixed Assets Management Modules
Developed by Softronic Systems (Pvt) Ltd.
- Attend The Accounting Module on Oracle Financial.

ACADEMIC EDUCATION

- Student of M.A Economics Part II.
- Bachelor Degree in Commerce (B.Com) from Karachi University in 2001.
- Higher Secondary School Certificate from Karachi Board in 1998.
- Secondary School Certificate from Karachi Board in 1996.

COMPUTER SKILLS

- Diploma in Information Technology from INFO TRAIN in 2001.
- One year computer Hardware Diploma from PEACE COLLEGIATE 2000.

PERSONAL PROFILE

Father's Name : Anwar Ullah Khan
Passport No : MU4108623
Passport Expiry : 23-04-2027
CPR : 800455495
Date of Birth : 15-04-1980
Currently Resident : Manama, Bahrain

REFERENCE

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