

Curriculum Vitae



HAFEEZ KHAN

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Visit Visa Expire in July 2024.

Profile:

Experienced Accounting Professional with top-notch leadership, program management and planning abilities. Excellent verbal and written communication skills paired with organized nature and advanced problem-solving strengths. Improves policies, reduces waste and supports business needs with efficient, high-quality materials.

Professional Strength:

- Good working knowledge of material control accustomed with new environment.
- Highly committed to work to satisfaction of management level
- Assertive and goal oriented under the most challenging conditions
- Extensive knowledge of operating tools like Microsoft windows, office, Excel and the Internet
- Excellent working relations with superiors as well as colleagues
- Reliable, Confident, Honest and Hard Working sincere and dedicated

Work History:

Assistant Accountant (2022 – 2023)

Hyderabad Institutions Corporation - Hyderabad Telangana – India.

The Company engaged in Civil & Interiors construction Co.

DUTIES & RESPONSIBILITIES:

- Handling All Petty Cash Expenses Accounts & Preparing Cash & Cheque's Reports
- Maintain day to day Cash & Cheque's expenses report of company and Posting invoices entries
- Maintaining of Accounts & PDC's Cheques, Preparation of Weekly & Monthly Reports

- Manage the Invoices Generation Operation & follow up for monthly closing.
- Preparing report for Receivable & Payable and follow up for payments accordingly in regular basis and posting the incoming payments entries.
- Maintain Cash Collections and Pdc's Cheques record in a systematic record keeping.
- Preparing regular reports & follows up for the invoices for closing monthly work & for vat filling work.

Education:

- **PG (MBA): Finance / Marketing (2021 - 2022)**
Shadan Degree & PG College Osmania University - Hyderabad
- **B.COM: Commerce (2017 – 2020)**
Cat Degree College Graduation Osmania University – Hyderabad.

Technical Skills:

- Software Packages : MS-Office, MS-Excel & MS-Word
- Accounting Packages : Tally ERP.9
- Typing Speed : Average grade

Languages:

- English
- Hindi
- Urdu

Personal Details:

Date of Birth : 24-04-1997
Marital Status : Single
Gender : Male
Nationality : Indian

❖ **Certificate Attested both Indian Embassy and Uae Embassy.**

(HAFEEZ KHAN)