

CURRICULUM – VITAE



MOHAMMAD IMRAN KHAN

Contact No +971 52 95 69 786

Email Id – imrancv93@gmail.com

Sub :- Applied for the post of “ ACCOUNTANT “

I would like to submit my application for the above mention post , if you given opportunity to works under your kind control, I will prove my ability and worthiness for the company . My detail CV is here in under with all other relevant documents for your kind consideration .

➤ **Thanking you for your Co – Operation .**

Accounting Software Skills

- Al Ameen Business Accounting Software .
- Odoo Erp Accounting Software.
- Sage 50 Accounting Software .
- Focus Accounting Software .
- Tally Erp Accounting Software

1. Job Experience - D u b a i (U.A.E)

- Accountant (AL Wagha Al Jameela Contracting Co LLC) February 2022 to 10 Jan 2024 .

2. Job Experience - Saudi Arabia (K.S.A.)

- Accountant (Al Ghurairy Trading and Contracting Co .) June 2019 to 22 Ocober 2021 .

3. Job Experience - Abu Dhabi (U.A.E.)

- Accountant (Can Engineering and General Contracting L.L.C.) 26 Aug 2017 to 24 Dec 2018

4. Job Experience - Mumbai (INDIA)

- Accountant (Dekor Exclusive Granites Pvt Ltd) 10th July 2013 to 07th June 2017.

Nature of Work

- Petty Cash Handled all Location and Collect The Invoices from the Accountant and review.
- To Monthly Suppliers Invoices and delivery note attached and prepare follow up .
- To Prepare Local Purchase Order Daily and follow up suppliers and engineers .
- To prepared Statement of Accounts daily in Accounting Software .
- To Daily go to Consultant for Collect the cheque and deposited to Bank .
- End of every month prepared Salary all labours . and got to the sites for given salary labours .
- To Accounts Payable & Receivable handled all suppliers .
- Purchase and Sales entry handled , Prepare Purchase Order and Inventory handled .
- Accrual Handle Every Month (Iqama, Leave pay, Ticket , Visa, End of Service ,Gosi , Uniform, Electricity bill , Telephone bill, Car Insurance ,Room Rent , Depreciation & Salaries) .
- To prepared all invoices for Vat Submission .
- To follow up Finance Manager Work .

Educational Qualification

- B.COM (Bachelor of Commerce) Passed 2013 from Bihar University .
- H.S.C (Intermediate Commerce) Passed 2010 from B.S.E.B. Patna Bihar .
- S.S.C (Matriculation) Passed 2008 from B.S.E.B. Patna Bihar

Technical Skill

- Knowledge of basic Accounting principal and procedures
- Data Entry and management
- MS Excel and Ms Word .

Strengths

- Hard working and dedicated .
- Continuous learner.
- Positive approach towards any given work .

Personal Information

❖ Name	:	Mohammad Imran Khan
❖ Father's Name	:	Mohammad Hasnain Khan
❖ Date & Place of Birth	:	07 January 1993 / Sitamarhi
❖ Nationality / Religion	:	Indian / Islam
❖ Marital Status	:	Single
❖ Language Known	:	English,Urdu & Hindi

Passport details

➤ Passport No.	:	M1122992
➤ Date of Issue	:	16/08/2014
➤ Date of Expiry	:	15/08/2024
➤ Place of Issue	:	Patna , Bihar , India

Deceleration

I do here by declare that all information are true, correct to best of my knowledge of belief , I hope you will consider my C.V's favourable and call me for an interview with the delegate and prove my worthiness and capability. I shall be ever grate full to you at all time .

Date : 07-12-2023
Place : DUBAI (U.A.E)

(MOHAMMAD IMRAN KHAN)

बाबासाहेब भीमराव अम्बेदकर बिहार विश्वविद्यालय



प्रमाणित किया जाता है कि मो. इमरान खान को, जिन्होंने एस. एल. के. कॉलेज से, सन् 2013 के जुलाई मास में आयोजित, वाणिज्य की स्नातक (त्रिवर्षीय पाठ्यक्रम) प्रतिष्ठा की परीक्षा में उत्तीर्णता प्राप्त की, और प्रथम वर्ग में स्थान पाया, इस उपाधि के लिए अधिकृत किया गया।

This is to certify that md. Imran Khan of S.L.K. College, who passed the Bachelor of Commerce (Three year Course) Honours examination held in the month of July, 2013 and was placed in First Class was admitted to the Degree.

परीक्षा के विषय

1. प्रतिष्ठा के विषय लेखा समूह "A"
2. सहायक विषय
(i) व्यापार संगठन (ii) आर्थिक सिद्धान्त
(iii) मुद्रा एवं अधिकोषण (iv) योजना एवं आर्थिक विकास
3. रचना
(i) हिन्दी (ii) —
4. सामान्य अध्ययन

Subjects of Examination

1. Honours Subject Accounts Group "A"
2. Subsidiary Subject
(i) Business Organisation (ii) Principle of Economics
(iii) Money & Banking (iv) Planning & Economic Development
3. Composition
(i) Hindi (ii) —
4. General Studies

मुजफ्फरपुर/MUZAFFARPUR

दिनांक 14 जुलाई 2013, Date 14, July 2013

Muzaffar
कुलपति
Vice-Chancellor

9792

B.Com(H) 13

July -13

1st class

Regd No-222121

S.L.K. College Gidamorkh



सं०
No.
राज्य सरकार के सचिव/अपर सचिव/उप
सचिव/अवर सचिव/सहायक सचिव/अनुभाग
अधिकारी के हस्ताक्षर सत्यापित किए जाते हैं
The Signature of Secretary/Under
Secretary/Deputy Secretary/Section
Secretary/Asstt. Secretary/Section
Officer of State Government Attested



(पुष्पा रंजन)
(PUSHPA RANJAN)
अनुभाग अधिकारी (सत्यापन)
Section Officer (Attestation)
सी पी वी पभाग/C.P.V. Division
विदेश मंत्रालय, नई दिल्ली
Ministry of External Affairs
New Delhi



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UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation
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وزارة الخارجية الهندية
دون تحمل أي مسؤولية تجاه المستلمين
06934246

24 MAY 2017
B. R. LOKHANDE
MUMBAI - MAHARASHTRA
ATTESTED BY ME

24 MAY 2017

Section Officer
Home Department
Government of Maharashtra
Manttalaya, Mumbai



The Signature of Shri. is hereby certified