

# USMAN KHAN



## ACCOUNTS

Energetic accounting assistant with 5+ year experience in financial administration. Extremely positive and motivated to constantly develop my skills and grow professionally, involving responsibility and working with others as a team member to achieve advancement.

## EDUCATION AND QUALIFICATIONS

Jun 2013-Apr 2016 **Bachelor in Commerce**  
MDS University Ajmer (Rajasthan)

## CONTACT

+971 582080816

ukshab786@gmail.com

AL QUOZ  
Dubai, United Arab Emirates

## SKILLS

- Team player
- Quick learner
- Microsoft world
- Microsoft excel
- Tally

## AREA OF EXPERTISE

- Supply Chain Management
- Accounts Receivable
- Documentación
- Customer Services
- Procurement

## PERSONAL DOSSIER

- Date of Birth: 20.04.1996
- Nationality: Indian
- Visa status: Employment

## LANGUAGES

- Hindi (native)
- English

## INTERESTS

- Reading
- Writing
- Zym Freek

## WORK EXPERIENCE

Feb 2017-Present Administrative coordinator & Accounts Assistant  
Working @ Grand Stationery Company LLC Dubai, UAE

- **Sales order:** Review OTS and ensure all necessary supporting document available, ensure all necessary approval are obtained prior to creation of any sales or purchase order.
- **Procurement Management:** Ensure purchase orders are placed on time, follow up with procurement team on delivery, check and validate price/qty/terms/delivery dates as per the lead time mentioned in order acknowledgement.
- **Accounts Receivables:** Generation of all necessary negotiation document relating to LC payment and ensure clean document for negotiation of LC's. Follow up with supplier for invoice for supplied equipment wherever applicable. Follow up for payment from customers in accordance with agreed terms and condition of order. Maintained process documentation for financial department operations, reconciled all expenses and accounts, including company credit cards and expense accounts.
- **Accounts Payables:** Ensures that invoices and payments are properly approved and processed and keeps track of what's owed to vendors, ultimately controlling expenses for an accurate balance sheet.
- **Shipment/Logistics:** Coordinate and receive packing list from warehouse team well in advance before readiness and advise customer on the same, coordinate of payment (wherever applicable), shipping document coordinate for shipping details from customer/forwarder/warehouse as applicable. Coordinate and ensure the goods are collected on time and ensure having acknowledgement of the same. Ensure invoicing is done in system after shipment as per in terms.
- **Month end Provisions:** Provide all necessary month reports required by finance on last day of period closing.
- **Activities in Tally systems:** Creation of sale order, generating delivery order, stock transfer to different inventory organizations, credit note, generating all commercial documents.

- Provide presentable communications with clients and customer and provide them the desired level of service in answering their queries. Customer service customer support and follow up for smooth shipping operations.
  - To increase the business send company profile and product list by (E-mail Marketing, online Marketing) to make new customer.
  - Ensure purchase order are placed on time and in compliance to company policy and procedure, check and compare vendor price list, follow up with supplier on delivery and order acknowledgment.
  - The reason to join your company that I want to make my future bright and I like to work with you company.
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Signature- Usman khan