

CURRICULUM-VITAE

MOHD KHALID

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OBJECTIVE:

Seeking strategic assignments in a growth oriented organization to explore my potential fully & also to implement my knowledge and skills for the betterment of the organization.

JOB PROFILE:

- **Prepare Bank Reconciliation Statement.**
- **Maintain The Stock Register.**
- **Handling salesman/supplier Record.**
- **Check stock item wise.**
- **Knowledge of GST.**
- **Generating an Invoice.**
- **Keep the Record of all Expenses.**
- **Make Parties Account.**
- **Handling Cash In hand and Bank.**
- **Handling the Payment and Receipt.**
- **BID PARTICIPATE IN GEM**
- **PRODUCT UPLOAD IN GEM**
- **CREAT NEW CATALOGUE IN GEM**
- **PAYMENT RECIEPT IN GEM**

SPECILIZATION:

- **TWO YEARS EXPERIENCE AS A ACCOUNTANT TALLY ERP 9 (KHALID AND ALAM LATHEWORKSHOP SEPTEMBER 2017 TO NOVEMBER 2019, UAE DUBAI)**
- **TWO YEARS EXPERIENCE AS A ACCOUNTANT TALLY ERP 9 (S.S POWER SOLUTIONS, 2013 TO 2014, AND RAY ELECTRONICS 2015 TO 2016, INDIA)**
- **ONE YEAR SIX MONTHS EXPERIENCE AS A GOVERNMENT E-MARKETPLACE (GEM) (S.B ENTERPRISES, COOL HOME (INDIA))**

SRENGTHS:

- **Dynamic & highly energetic.**

- Innovative approach towards problem solving.
- Handle situations well under pressure. Ability to
- Flexible working in shifts.

PROFESSIONAL QUALIFICATION:

- B.COM FROM DELHI UNIVERSITY (THIRD DIVISION) (2018)

EDUCATIONAL QUALIFICATION:

- Passed **Senior Secondary** from CBSE Board, (2013) GBSSS C BLOCKS (65%)
- Passed **Secondary** from CBSE Board, (2011) GBSSS C BLOCKS (69%)

COMPUTER PROFICIENCY:

- Aware with **Internet Operations**.
- Aware with the knowledge of **MS office** (excel, power point etc.)

PERSIONAL DETAILS:

Date of Birth : 27/09/1993

Linguistic Proficiency : English & Hindi.

Hobbies : Badminton & Listening to Music.

Marital Status : Single

Nationality : **Indian**

DECLARATION:

I hereby declare that the above given information is correct to the best of my knowledge and belief.

Reference:-

DATE:

(MOHD KHALID)