**RESUME**

**Jalaluddin khan(Faisal)**

Contact: 9838298397, 9125004950

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**CAREER OBJECTIVE**

Seeking the organization of friendly nature, where I can work like a team member & utilize optimally my knowledge to achieve the goals of the organization.

## ACADEMIC QUALIFICATION: -

## M.Com. from VBS Poorvanchal University, Jaunpur, UP in 2016.

**TECHNICAL QUALIFICATION:** **-**

* Course on Computer Concepts (**CCC**) from NIELIT, New Delhi in 2014.
* Diploma in Tally.ERP 9 from Tally Institute of Learning, Ghazipur, UP in 2016 .
* GST using Tally.ERP 9 from Tally Institute of Learning, Ghazipur, UP in 2017.

## EXPERIENCE:-

* 1 Year Accountant at **K.C. Enterprises** (C&F Agent of **Prism Cement Ltd.**)October 2015 to

February 2017 at Ghazipur (UP).

* 1 Year Accountant at **Ecosys Technologies Pvt. Ltd.** May 2017 to March 2018 at Ghazipur (UP).
* Current Working (**Pacific Techno Products India Pvt. Ltd**.) April 18 to Till Date at Gurgaon (Haryana).

**Our Job Responsibilty in Pacific Techno Products India Pvt. Ltd.**

* Create Sell Invoice through Tally ERP.09.
* Book Purchase Invoice in Tally ERP.09.
* Create Debtor’s Ageing(Outstanding Payment) fortnightly.
* Journal Entry (Expanses, convenience, etc.)
* Typing of All Type Documents like as Bank Guarantees, Balance Confirmation etc.
* VAT Form C/D/H Collection & Record.
* Create VAT Form C-4 & D-1 (If required any Debtor’s).
* Debtor’s Statutory E-mail Follow-up.
* Outstanding Payments Follow-up.
* Payments Receipt from Customer.
* Bank Reconciliation.
* TDS Payments monthly Basis.
* Preparation GSTR- 1, 2 & 3B for Monthly Basis.

## PERSONAL DETAIL:

Father’s name Late. Roz Mohammad Khan

Date of Birth 1st July 1992

Nationality Indian

Sex Male

Marital Status Single

Language Known Hindi, and English

Permanent Address Vill- Saraiya, Po – Chhawaniline, Ghazipur-233001, Uttar Pradesh.

Current Address Sector-18 Sarhaul (Near Iffco Chowk) Gurgaon Haryana.

## DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge.

## Date: ( Jalaluddin khan)

**Place: GURGAON (HARYANA)**