

Details of Appointment: : (For office use only – Do not write on this page)

Name	Md. Mubashir Ahmed Khan .
Salary	5,000 5,500/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF <i>Employee's Name Added.</i>
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Modi Ventured .
Designation	Accountant .
Site	H.O.
Date of joining	22/6/06
Report to	H.O.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license — <i>Apply for driver license.</i> <input checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>Mohavir Enterprise .</u> <input checked="" type="checkbox"/> Reference letter from <u>Yajurved Enterprise .</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	To take over Rama's work. Ramana Mistry to oversee on a day to day basis. <i>g</i> to

Sign: *The Mod*

Date: 19/6/06

Ref: K. Krishnakumar
our Accountant

(K. Krishnakumar)

Bio-Data

Note: Attach copy of Resume / Bio-data

(with this)

Application for post of	Accountant
Date of application	19/06/06.

Personal Details

Name	Mohd. Mubashir Ahmed Khan.		
Age	25	Date of Birth	10/11/1981
Fathers Name	Mohd. Shabbir Ahmed Khan.		
Address for Correspondence	H.No:- 12-11-796; Warisguda. Secunderabad		
Phone no. for correspondence	9346857970		
Permanent Address			

Resided
Here

Remarks: (For office use only - Do not write in this box)

Communication Skills - Ok

Education

Degree	B.com.		
Name of college	Osmania University.		
Location	Hyderabad.		
Year	2005	Medium of Instruction	English.

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	J.V.S. Jr. College.		
Location	Hyderabad		
Year	2000	Medium of Instruction	English.

Name of school	V.P. High School.		
Location	Pitapkalmandi Secunderabad		
Year	1997-98	Medium of Instruction	English.

C Higher Diploma in Software

Other courses or training	H.D.S.E from Aptech Computers
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Remarks: (For office use only - Do not write in this box)

Computer Skills

MS Office: Excellent Good Avg. Learnt but never worked on it Nil
 MS Word: Excellent Good Avg. Learnt but never worked on it Nil
 MS Excel: Excellent Good Avg. Learnt but never worked on it Nil
 Auto CAD: Excellent Good Avg. Learnt but never worked on it Nil
 Other:

Two Wheeler

Make	Bajaj	Year	2005
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Family Details	Name	Age	Occupation	Company
Father	Mohd Shabbir Ahmed Khan	50	Central Govt Emp	C.R.I.V. (UNAF) ERRA 3/100
Mother	Guarunnita	43	Home Maker	
Wife / Husband				
Brother / Sister	Tabassum	27	Home Maker	
Brother / Sister	Tarannum	22	Student	
Brother / Sister	Tasleem	18	Student	
Brother / Sister				

Salary Details

Last Drawn Salary	6000/-		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	Negotiable.		

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Experience & Employment Details

Years of experience in relevant field	5 years
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Name of Company	Sri Gnanand Enterprises				
Duration of employment	Hrs.	From date:	May-2000	To date:	Dec-2004
Location	Hyderabad.				
Designation	Accountant.				
Last drawn salary	5000/-				
Brief Description of work	Day to Day Accounting works like Cash/Bank Transactions; Inventory related works like purchase Sale; Stock ageing; Debtors ageing; Reconciliation of Bank & Creditors statements; Expenditure verification & Entries assisting Auditors in final Sales Tax & IT Audit.				
Reason for leaving	Better Opportunity				

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Name of Company	Mahanir Enterprises (P) Pvt. Ltd.,				
Duration of employment	1 yr.	From date:	Dec-2004	To date:	Dec-2005
Location	Hyderabad.				
Designation	EDP. Executive in accounts Dept.				
Last drawn salary	6000/-				
Brief Description of work	Generating of Reports for Inventory; Sales data using Excell; Generating of MIS- Reports for Management Preparing Targets & achievements reports for Sales Dept. Preparation of Income- Expenditure comparison statements. Co-ordinating with management in maintenance of systems				
Reason for leaving	Joining family Business				

Remarks: (For office use only - Do not write in this box)

Knowledge of Ex. - is having -

MD. Mubashir Ahmed Khan

Cell : +91 93468-57970 Email: mubashir@rediffmail.com

Objective:

A position in Accounts with a reputed Organization, where I can expose my skills in an esteemed organisation.

PROFILE IN BRIEF

Having 4 years of experience in the field of Inventory, Accounts & EDP

- ▶ Experienced in handling Day to Day Accounting, Internal Auditing, Inventory
- ▶ Exposure of working with all levels of management and colleagues.
- ▶ Experienced in MIS / Debtors Schedule / Ageing Analysis.
- ▶ Manual & Computerized Accounting, all Finance related jobs efficiently.
- ▶ Excellent in decision making and having strong sense of responsibility.
- ▶ Processed the Payroll of 400 Employees / Friendly, Sociable and pleasing mannered.
- ▶ Strong presentation and communication skills / Good grasping and learning capacity.
- ▶ Having excellent command over English Language & Excellent in Self-correspondence.
- ▶ Experienced in Software Development and Hardware & Network Maintenance (Higher Diploma in Software Engineering) from **Aptech Computer Education** and Accounting Package -Tally Wings on Windows, EX-Next Generation & EBS .
- ▶ Experienced in Maintaining Hardware / software & Networking in Windows Environment

EMPLOYMENT DETAILS

- 2004 Dec – 24-Dec05** : **Working with Mahavir Enterprises (I) Pvt Ltd (EDP Executive)** meritorious and biggest distribution house of South India for FMCG & Kitchen Ware Products, wherein I am handling Administration of Computers , assisting Senior Management in Accounts like monthly Incentives for Sales Staff. making Company monthly MIS for Management using MS-Excel, Generating Day to Day Accounting Reports for Accounting, Taxation and Sales, Training Senior & Junior Staff in Using Home made Accounting Package eBS and MS-Office.
- 2000 - 2004 Nov** : **Sri Gajanand Enterprises (Senior Accountant)** Sri Gajanand Enterprises (S.G.E) is part of Linga Business Group one of the Largest Retail Business group in Twin cities. S.G.E is a Whole Sale & Distribution firm for Branded items in Telangana, Rayalseema & Part of Andhra where I Handled routine Accounts work like Bank / Cash Transactions, Receipts and payments Sales and Inventory related works using **Accounting Package EX-Next Generation**, Monthly & Annual Sales Tax Assesment, related matters. Co-Ordinating with Auditors in final Audit.

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NATURE OF JOBS DONE

Accounting Functions:

- Routine Office Accounting work required in day-to-day business of the Company.
- Handling Purchase / Warehouse maintenance and preparing Stock Report.
- Correspondence with corporate offices through Internet & E-mail.
- Coordinating with banks for all kinds of transactions.
- Handling Self-Correspondence & all Computer related jobs.
- Handling computer related jobs & day-to-day correspondence,
- Co-ordination with Maintenance / Operations and Marketing Departments.
- Attending telephone calls and Customer enquiries / Follow up of outstanding payments.
- Systematic Filing of the Records and Documents.
- Preparation of Quotations, Invoices, Purchase Orders, Accounts Statements, etc.
- Preparation of monthly statement to the bank for the transfer of the salaries to employee account.
- Reconciliation of Ledger Statement of Creditors and Banks

QUALIFICATION

- ▶ Graduation in Commerce from Osmania University (Hyderabad)
- ▶ Intermediate from Board of Intermediate (Andhra Pradesh)
- ▶ S.S.C from Board of Secondary Education (Andhra Pradesh)
- ▶ Higher Diploma in Software Engineering from Aptech Computer Educaion

Personal Details

Nationality: Indian

Gender: Male

Date of Birth: 10 -11 -1981

Marital Status: Un Married

Pass Port No. B3099752 Date of Issue: 27-11-2000 Date of Expiry: 28-11-2010

Address: H.No: 12-11-796, Warisguda, Secunderabad

Contact No: +91-9346-857-970

Languages Known: English, Hindi, Telugu

Md. Mubashir Ahmed Khan