

RESUME



MOHAMMED HAMEEDULLAH KHAN

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CAREER OBJECTIVES

- To be professionally associated with an esteemed organization with a focus to achieve the goals, I seek a position that will enable me to utilize my competence, skills and to develop innovative skills and to work with different environments.

STRENGTHS

- Good interpersonal and communication skills, adaptability to the circumstances and new trends, while accepting the challenges set forth.
- Good analytical skills.
- Good go getter and coordinator.

EDUCATIONAL QUALIFICATION

Academic Qualification : B.Com (Osmania University, Hyderabad)
Technical Qualification : Higher Grade English Typewriting Passed
Lower Grade English Typewriting Passed

COMPUTER SKILLS

Languages : ADCP (Advance Diploma in Computer Programming) Operation System : MS-Office Outlook, Internal & External Emails and Whatsapp from respective clients.
Websites : Banks, Customs Authorisation, Fasah, Saber.com HS Code for Shipment Certificate and Products Certificate & others.

Packages : Word, Excel, Powerpoint, Photoshop and Coreldraw
Accounting Packages : SAP (EGVN-EGPS-EGFS-EGFS and EGHR), QIDDIYA - Security Software, Focus ERP, ERP2000, Forum, Tally7.2, 9.00 Wings Trade2000 (Accounts & Inventory) (English/Arabic).

CURRENT WORKING: Working as a procurement specialist in National Pledges Commercial Company (NPCo) from 8th August, 2024 is all Airports Ground Support Equipment and aircraft maintenance and repair company (airport stations) aircraft, ground supporting equipment and machinery and

its repair company for all kind aircrafts, helicopters, navy ships & boards and rails in Head Office Riyadh Saudi Arabia by Odoo software as clients requested by RFQs & by outlook emails company authorised.

WORK EXPERIENCE-I: Worked as a procurement accountant in KASKTAS ARABIA CO. LTD., Construction And Trading Company, (ENKA MULTI NATIONAL COMPANY)

- from 1st Oct., 2022 to 08 Aug, 2024 worked at Qiddiya project office Riyadh (Branches at Jeddah, Makkah, Dammam and GCC, Russia, Europe, India and Oman) under the Turkish Finance Manager, alongwith Turkish employees in accounts, purchases and Engineering departments, other all nationals, Head Office at Jeddah, KSA.

Nature of Business1: Road Construction and infrastructure, tunnels and underpass roads, brief introduction nature of works deep foundations, deep excavation, slope stability, soil improvement, and marine works. Present ongoing projects at Jeddah Islamic Seaport Project (JIP), NEOM, Makkah, Qiddiya Riyadh, KAFD Riyadh etc., my department is International and local purchasing, construction materials from all over the world and local for requirements as per projects.

WORK EXPERIENCE-II: Worked as an admin operation assistant under purchasing/Operation Department in M/s. Taliah Trading And Industrial Company, Head Office, Riyadh (Sister Company of M/s. Andulas Group) its Branches: Al Khobar, Buriadah, Jeddah, Khamis Mushait and Abha from 01/10/2013 to 15/03 /2022 coordinate along with all nationalities employees and workers.

Nature of Business2: Factories – Raw material Aluminum Coils, Steel Coils and GI Coils - Manufacturer of Interior Decoration Strip False Ceilings with Infills, different types, Colours and Sizes even modern design and variants with standard accessories (Career & Angles). Tee Bars Suspension Systems (Main Runner, Cross Tee120, Cross Tee 60 and Angle), Perforated Aluminum Tiles and Plain Aluminum Tiles from multinational supplier products.

TRADING: Aluminum Tiles, Gypsum Tiles with different colours and designs, Tee Grids Suspension Systems, Gypsum Boards and accessories, Wooden Flooring and Wooden Wall Decorations, Staircases and Ladders, Silk Plaster for wall decoration, Doors, Fire and Sound Proof Fabrics, silicones, from local and international companies.

Factory Machines: Preparation to arrange new spareparts from machine concern countries to replace failure spareparts with installation process by same marked companies.

WORK EXPERIENCE-III: Worked as an assistant accountant in KAAS Group Co. LLC., Trading and Contracting M/s. Khalid A. Al Shathry & Partner Co. for Trading and Contracting, (Branches at Jeddah & Al Khobar and GCC at Dubia, Qatar, Kuwait, Bahrain and Oman) from 1st Oct., 2008 to 29th Sept., 2013, under the Egyptian Finance Manager CA, alongwith Egyptians in accounts department, in other department Filipino, Indian and other all nationals, Head Office at Olaya Street, Riyadh, KSA.

Nature of Business 3. Trading International Advance Fitness Equipment and Sports Equipment (Outdoor and Indoor), Gymnasium Equipment, Beach Sports Equipment including sports wears (Maintenance Contract) product & spareparts import from USA, Germany, France, Italy, Britain, London, Belgium, China, Taiwan, South Korea, Australia and India.

2. Contracting Fitness Gyms Flooring Athletics Tracks, Grace & Artificial Grace, Basket Ball Coats, Gymnastics Tracks and Table Tennis play tracks, Valley Balls Coats and other Outdoor & Indoor Sports Tracts and Coats & Floorings.

Working Responsibilities2:

1. Preparations Letter of Credit draft, Letter of Guarantee, Amendment of LCs, Refinance of LCs, after the approval on orders/invoices from the concern department and higher management.

2. Preparation of Telex Transfers after the approval on invoices/orders by the higher management and concern departments, (International and local Currency) through maximum banks of Riyadh and KSA, Money Transfer, Notice of Consignment for new contracts with Banks, correspondence with the Insurances co., banks, international & local suppliers through mails.

3. Insurance: LCs Shipment Insurance, reach upto final destination Riyadh Dry Port via Dammam and Dubai, Kuwait, Bahrain, Qatar and other GCC Countries through MedGulf Insurance Co.

a. Medical Insurance to All Trading Employees & Contracting Employees and their families for suitable categorically A, B and C.

b. Vehicle Insurance to All Company vehicles, Owners Vehicles and employee personal vehicles by the Medgulf Insurance Co.

4. Products received by shipments in containers from various international countries and local KSA after the checked properly quantity and damages than arrange the stock proper places in yards with take necessary safety precautions.

5. Closing Inventory of Products and Spareparts after checks all Transfer Notes, Bill In, Bill Out and Sales Return & Purchases Return, necessary entries at Warehouses and Outlets, find out the variance/difference in closing stock, manually and Enter in Inventory Software and maintained excel file for all products and spareparts.

6. Preparation of Manual Receipts & Payments Vouchers for cheques or cash received or paid and entry in ERP accounts software along with all necessary documents attached and filed.

7. Payroll:

Ø Trading Employees payroll checked rejoin date after vacation leave, preparation of vacation payment request.

Ø Contracting Employees payroll as per work sheet and calculation of over time checked rejoin date after vacation and medical leave, preparation of vacation payment request.

I. Reconciliation of Banks Statement.

Ø Saudi Fransi Bank Accounts, three accounts.

Ø Saudi Investment, Al linma, Al Rajhi, Samba Bank, two Accounts.

Ø Maintain Statement in excel link file of All Banks Transactions by issued & received cheques and cash.

Ø Saudi Investment Bank, Jeddah Branch Office.

Ø Checked the outlets retails sales by span cards, visa and master cards amount credited to our accounts properly in statement.

II. Verify of company head office and Branches Accounts.

v Preparation of projects direction sales by sales managers, managing director, voice president from Warehouses after the prepared delivery note

and enter bill out in inventory software than prepare Invoices after the data down load from warehouses by teamviewer or telephonic direct line.

v Preparation of retail sales invoices at Outlets/Showrooms by their incharge/salesmen in inventory software, data down load by team viewer and checked manual daily reports by serial wise and invoices manual serial numbers wise and expenses vouchers checked serial numbers wise and verified amount and checked receipt vouchers serial numbers wise and tally along with customer accounts.

v Preparation of purchase invoices in inventory software by data down load from warehouses after the checked & create the items code, products names, quantity, unit rates, price as per our order confirmation invoices paid by telex and LC and costing including shipments customs clearance charges, freights, Office Charges and road transports charges.

v Preparation general entries for expenses and incomes as per manual debit Vouchers and the invoices, bills, statements, cheques copies receipt vouchers and other necessary documents attached and enter in accounts software in system, head office and all branches.

v Petty Cash Excel Statements different departments in Head office and Braches after the properly checked all expenses invoices, bills, vouchers, closing the year end amount balance.

v New Products Item Name/Code Inventory in software.

v Transfers Note to all braches entry in inventory software and transfer transaction in accounts software.

v New debtors/customers and creditors/suppliers creating names in English & Arabic in inventory and accounts software.

v Preparation of assets entries and accounts software, computers, furniture, machines, interior decorations, vehicles, lighting & fixtures, etc.

v Preparation of depreciation on assets by prepared excel statement then enter in accounts software.

v Preparation of excel statement file for manual daily reports received from branches sales, expenses, received vouchers, payments vouchers, serial numbers wise checked properly.

v Payments (debits) Vouchers Entry in software.

v Receipt (Credits) Vouchers Entry in software.

v Trail Balance by software.

v All Accounts Statement by Software.

v Receivables Statement by software.

v Payables Statement by software.

Preparation of proper filing (Box Files & Office Files) LCs, LGs, Notice of Consignments, Faxes, daily reports printouts by software and all other (Trading Division, Contracting Division and General).

Responsibilities: Enterprise Structure, prepared all products stock and sales reports for new orders with approval by concerned heads, Quotations, Purchases Local & International, Purchase Orders, Purchase Requisition, Sales Invoices, Certificate of Origin, Packing List with Chamber attestation, LCs Application, LCs Amendments, TTs online, Marine Insurance, Followup for Our Product Deliveries, Original Documents Receive from Suppliers, check the received documents and submit to customs clearance to respective ports, by seaports, by road borders and by airports and follow up with custom agents for delivery of products by containers, upto make entries in our physical and computer stock. Fire and Safety Procedure followup at All Factories and Offices Premises, Also Account Payable / Account Receivable, Reconciliation Statements and Stock Closing Inventory.

Hiring Process : Employees and Factory Workers Visas legal documents preparation & process with concern embassies Nepal, Srilanka, Philippines, India, Bangladesh, Sudan and Egypt.

Visas & Invitation Letters: Prepare online MOI Visit Visas and Invitation Letters to company suppliers from China, Taiwan, Dubai and Italy - Europe and also prepare our company heads to visit visas to China, Taiwan, Dubai, Europe, Egypt, Lebanon, India, Srilanka and Yemen and make all arrangement including air tickets and hotels booking with confirmation.

Work Experience III: M/s. Jayakumar Brothers, (ITC) Hyderabad India from 2004 to 2008.

Work Experience IV: M/s. Padmavathi Tractors and Equipments, (TAFE) Hyderabad India from 1997 to 2004.

Personal Profile:

Father's Name : Mohammed Obedullah Khan

Gender : Male

Nationality : Indian

Marital Status : Married

Iqama Status : Valid & Transferable

Languages known : English, Arabic and Urdu.

Mohammed Hameedullah Khan

Place: Riyadh, KSA