

# MUMTAZ ALLI KHAN



To associate with a growth-oriented organization where there is opportunity and guidance to develop myself to face the new challenges and to work in an environment where the ideas are encouraged and there is ample opportunity for personal growth and objectives.



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MUWELIA, SHARJAH

## EDUCATION & CERTIFICATION

### BACHELOR OF ARTS

#### UTKAL UNIVERSITY

2008 - 2011

### HIGHER SECONDARY

#### (10+2) Govt. Of Odisha

2006 - 2008

#### Courses

- ACCOUNTING

## WORK EXPERIENCE

### EMIRATES MARKET LLC

SHARJAH, UAE

2021 - Present

#### INVENTORY CONTROLLER

#### RESPONSIBILITIES

- Handling complete Purchase Entry
- Invoice Posting and invoice reconciliation.
- Making transfer out & transfer in
- Identify, implement, and maintain inventory control procedures for all company property.
- Assist in preparing for audits.
- Installation of Operating System and applications.
- Maintain detailed records of inventory transactions.
- Maintain accurate inventory records and data

### HOTEL GREEN FIELD RESORTS

ODISHA, INDIA

2016 - 2020

#### ACCOUNTANT

#### RESPONSIBILITIES

- Preparing Accounts Statement and Receives Account Statement for payment
- Invoice Posting and invoice reconciliation.
- Handling complete Purchase Entry and making weekly price increment/decrement report.
- Handling Petty Cash Salary preparation

## COMPUTER SKILLS

TALLY ERP 9

MS OFFICE

QUICK BOOKS

PEACHTREE

GENSYS

PHOTOSHOP

IDS NEXT

EXTROPOLIX

R.D.B.M.S

## STRENGTHS

- Passionate towards my work and responsibility Honest and sincere.
- Problem solving abilities
- Excellent verbal and written communication skills Willingness to learn
- Hard worker, Punctual & sincere

## PASSPORT DETAILS

Passport Number : Y9721049

Date of issue : 14/11/2023

Date of Expiry : 13/11/2033

Place of issue : DUBAI

## LANGUAGES

ENGLISH

Full Professional Proficiency

URDU

Full Professional Proficiency

ARABIC

Professional Proficiency

BANGLA

Full Professional Proficiency

ODIYA

Full Professional Proficiency

HINDI

Full Professional Proficiency

# **HOTEL SANDYS TOWER AND RESORTS**

ODISHA,INDIA

2013-2016

CASHIER

## *Responsibilities*

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones

# **BRAINS COMPUTER ACADEMY**

ODISHA,INDIA

2010-2013

FACULTY

## *Responsibilities*

- Planning and preparing lessons.
- Encouraging student participation.
- Researching and developing new teaching materials.
- Research and implementing new teaching methods.
- Marking student work and recording performance.
- Setting assessments and overseeing examinations.

## **SKILLS**

- Time Management.
- Communication
- Adoptability
- Problem-Solving
- Team Work
- Creativity
- Leadership
- Attention to Details

## **TRAINING AND DEVELOPMENT**

- One Year Aviation Training As a Ground Staff In Kolkata, India
- Civil Defence Training In Ras Al Khaimah United Arab Emirates.

## **DECLARATION**

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.

**MUMTAZ ALLI KHAN**