

Curriculum- Vitae

Shaik Khaleel Pasha

H.no. 30-154/36/1,
Old Safilguda, Malkajgiri,
Near Indane Gas Company,
Hyderabad-500056.
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Career Objective:

To work in competitive and challenging environment in the functional area of finance and administration that would give me an opportunity to utilize my skills for achieving organizational effectiveness.

Education Summary:

Qualification	Institution	University	Year of Passing
B.COM	Kakatiya Degree College, ECIL, Hyderabad	Osmania University	2016
Intermediate	New Chaitanya Junior College, Tarnaka, Hyderabad	Osmania University	2012
SSC	ST. Adam's High School, Hyderabad	SSC	2010
Computer Skills	Proficient in MS Office, Outlook, PowerPoint, Excel & Word		

Work Experience (total 9 years of experience)

- **2016-Continuing: Finance Officer** at SaciWATERs (South Asia Consortium for Interdisciplinary Water Resource Studies), Hyderabad, India
- **2012-2016: Admin/Finance Asst** at SaciWATERs (South Asia Consortium for Interdisciplinary Water Resource Studies), Hyderabad, India

Key Responsibilities:

Accountancy:

- Working knowledge in tally ERP.9
- Experience in Bookkeeping, Accounts Payable & Accounts Receivable
- Preparation & Verification of Bills & Vouchers
- Monthly BRS Statements
- EPF & Professional Tax Filing
- Income tax payment & Quarterly returns
- Preparation of monthly salaries statement and proceedings through bank
- Communication with bank for all the Payments/Funds receiving
- Possess knowledge of FCRA
- Assistance to internal & external audit work

- Coordination & correspondence with Funders, Vendors, Bank & other departments

HR

- Possesses knowledge of HR Procedures & Policies

Administration:

- Have the expertise in procurement of quotations, drawing comparisons, preparing estimations, hotel booking & stock registers.
- Maintenance asset records, delegates and staff travel arrangements, petty cash, and all administration works, etc.,

Planning and Organizing Skills

Experience in planning & organizing workshops, seminars & training session. Logistics and all other related activities have been successfully handled. Preparation of workshop reports and agendas.

Extra-Curricular Activities:

- Got a Certificate of LPG (Liquid Field Petroleum Gas) at Inter School Science Fair
- Played 2 Day cricket tournament for Sportive Cricket Club organized by Hyderabad Cricket Association
- Played district level Kho-Kho Tournament.

Personal details

Name : Shaik Khaleel Pasha
Sex : Male
Date of Birth : 26.07.1994
Nationality : Indian
Languages Known : English, Hindi, Telugu & Urdu

References:

1. Dr. Anjal Prakash: Research Director & Adjunct Associate Professor, Bharti Institute of Public Policy, Indian School of Business, Hyderabad. email: anjal_prakash@isb.edu Ph: 9030122271
2. Ms. C. Sreenivasulu : Finance Manager at SaciWATERs email: sreenivasulu76@gmail.com Ph: 9966530684