

Shaik Khaleel Pasha

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9398538042

Education Summary

B.com from Kakatiya Degree College, ECIL, Secunderabad, Telangana.
Inter (CEC) from New Chaitanya Jr.College Tarnaka, Secunderabad, Telangana.
S.S.C from S.T. Adam's High School RTC Colony Moula-Ali.

Technical skills	Proficient in MS Office, Outlook, PowerPoint, Excel and Word
Accountancy	Working knowledge in tally ERP.9 Experienced in Book Keeping, Accounts Payable & Accounts Receivable. Preparation and verification of Vouchers, Bills. Preparation of monthly BRS statements. Monthly & quarterly tds returns, Profession tax and EPF monthly returns filling. Assistance to internal and external audit works. And any other financial task.
HR	Possesses knowledge of HR procedures and policies.
Administration	Have the expertise in procurement of Quotations, drawing comparisons and preparing Estimations, hotel bookings, stock registers maintenance, assets records, delegates & staff travel arrangements, petty cash and all related administrataion works etc.,
Planning & Organizing skills	Experienced in planning and organizing workshops, seminars and training sessions. Logistics and all other related activities have been successfully handled. Preparation of workshop reports and agendas.

Work Experience

[1] Aug-01-2012 – Till date --> Joined as Admin Asst. And in 2017-18 completed graduation and promoted as accountant. Total experience in Accounts Department 3 years.

Achivements:

List of Projects	Role
Peri-Urban project	Admin and finance asst. communication with hotel incharge & with participants
Capnet-Project	Handle Scan Network Workshop & Field visits with participants
Water-Aid Project	Handle all the financial work with my team
Water-Aid	Attended Water-AID Finance Training Workshop

Extra curricular activities:

- Got a Certificate of LPG Project at Inter school science fair
- Played 2 Day cricket tournament for Sportive Cricket Club, Hyderabad
Played district level Kho-Kho Tournament.

Strengths:

- Hard working
- Co-operative working
- Quick and effective Learning
- Ownership of tasks assigned

Personal Profile:

Name : Shaik Khaleel Pasha
Father's Name : Shaik Farooq
Sex : Male
Date of Birth : 26-07-1994
Religion : Muslim
Nationality : Indian

Communication : H.NO,30-154/36/1, Old Safilguda, Malkajgiri,
Near Indane Gas Company,Hyderabad-500056.

Hobbies : Playing Cricket, Gym

Languages Known :

	Speak	Read	Write
Telugu	✓	✓	✓
English	✓	✓	✓
Hindi	✓	✓	✓
Urdu	✓		

Thanking you

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