

AMAN LADLA KHAN

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Valid Qatar Driving License

Career Objective

To Work with Professional & Dynamic Organization, where I can utilize my Skills my capabilities for getting good opportunities to grow myself along the organization.

My Assets:

- Basic computer application skills (**MS Word, Excel, Outlook and Tally ERP9**)
- Skilled in suggestive selling
- Customer Service Oriented
- Excellent in written and verbal communication
- Patient and diplomatic when dealing with complaints.
- Stamina and efficiency
- Friendly, polite and helpful

Work Experience:

Duration: March 2022 to July 2023

Working as **Admin cum Sales Coordinator** in "**GULF SIGN W.L.L**" Doha Qatar

Duties and Responsibilities:

Preparation of Quotations, Preparation of Sales Reports, Tele Sales Enquiries Recording Sales for new customers, Mail enquiries for new customers by Sending company. profile, Arranging meeting Schedule, Preparation of quotation follow up report, Preparation & Submission of Petty Cash, Working as a petty Cashier, Project follow up, Filing documents, Preparation of Receipt Vouchers, Preparation of payment vouchers, Collection follow up, Reminding Sales & Accounts team, Preparation of offer letters.

Write job Order from work sheet if customer approved design and price, If in house production not available, then arrange for outsourcing, Arrange to send design for plate making and follow up, Arrange to Purchase printing material if requested by printing and production team, Follow up with Printing and Production team for delivery scheduling, Check finished /Pending jobs on daily basis, File Important Docs and POs etc in tidy and daily updated, Enter and file Cash Receipts and Invoice copies regularly, Enter petty cash and filing, Issue and Print sales invoices & Follow up pending/Overdue Payments.

Duration: December 2019 to February 2022

Working as **Accountant** in “**SILVER TREE ADVERTISING**” Doha Qatar

Duties and Responsibilities:

- Recording Day to Day All Transactions takes place in Tally ERP Accounting Software
- Recording Sales Orders and Sales Invoices and Receivables.
- Day to Day Petty Cash Expenses Entries
- Recording All Purchases Entries and Payables.
- Preparing of All Financial Statements
- And Preparing Cash Flow and Forecasting
- All Entries Related to PRO Expenses
- All Filling All Documentation and Keeping all Records for the Audit
- Preparing Monthly Profit and Loss Statements

Duration: June 2018 to December 2019

Worked as **Counter Salesman** at “**WINK ADVERTISING**” Doha Qatar

Taking All In charge for Related to Counter Sales Daily and upcoming all Issues related to Day to Day with Sales Transaction and solving it with Immediate supervisor

Duration: August 2017 to April 2018.

Worked as **Cashier** at “**BURGER KING**” Saudi Arabia

Taking All In charge for Related to Cashier Job My Daily Responsibility for punching Daily Sales of the Unit and giving Daily Cash Report to Supervisor and Separate Report for the Daily Tips punches on Daily basis.

Academic Qualification:

<u>Academic's</u>	<u>Board and University</u>	<u>Year of Passing</u>
Bachelor of Arts	North Bengal University	Appear
Intermediate	W.B.H.S.E.B	2015
High School	W.B.S.E.B	2012

LANGUAGES:

- Fluent in English and able to work professionally.
- Fluent in Hindi, Urdu, Bengali & Nepali

PERSONAL INFORMATION:

Gender	:	Male
Nationality	:	Indian
Date of Birth	:	1 st January 1996
Place of Birth	:	West Bengal
Religion	:	Islam
Marital Status	:	Unmarried
Visa Status	:	Working Visa with Qatar RP

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Aman Ladla Khan