



## **CURRICULUM VITAE**

**MD. JAMALLUDIN KHAN**

**Email: - *jamalsami15@gmail.com***

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### **Career Objective:**

To realize, develop and update one's potential in the areas of Accounts, Foreman and highly motivated, positive, dedicate individuals interested in a full-time position in a growth minded company that offers a progressive future and rewards hard work. Seeking a position that allows utilization of my unique skills & exhibits my capabilities to the greatest extent.

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### **EDUCATIONAL QUALIFICATION**

-  **Passed S.L.C From H.M.G Board of Nepal**
-  **Passed High School from Board of Nepal**

### **TECHNICAL QUALIFICATION: -**

- ❖ **CERTIFICATE IN COMPUTER APPLICATION**
- ❖ **DIPLOMA IN COMPUTER SCIENCE**

### **SKILLS**

- Typing Letters, Faxes and Memos.
- Preparing Invoices.
- Maintenance of filing systems.
- Attending the Telephone Calls and Answering in **English, Hindi, Maithili & Nepali**.
- Drafting simple letters.
- Proficiency in Popular Computer Packages of MS Windows 98, XP and 2000, And MS Office (Word, Excel, Internet Browsing and Email).
- Can work as a salesman and storekeeper.
- Preparing all vouchers, staff salaries & workers salaries.
- Preparing monthly, weekly & daily reports.
- Making sales Invoice & keeping sales Registers & it's Accounting.
- To process all write-off proposals for movables, fixed assets and stock items and do all other work associated with write-off, write-on, transfer, reclassification etc.
- To maintain a tag numbering system for all movable assets owned by Company to ensure better physical control and easy identification of movable assets.
- To conduct physical verification of all Company movable and fixed assets at various location on a regular basis and thereby ensure consistency between asset register and physical existence of assets.
- To comply with statutory requirement/audit recommendation regarding physical verification of assets.
- To update SAP Asset Management module in respect of write-off, transfer, adjustment etc.

## **EXPERIENCES**

- ✓ Worked as Cashier in **Everest Bank Limited Nepal.**
- ✓ Worked as Counter Staff & Cashier in **Pashupati Hotel & Lodge NEPAL.**
- ✓ Worked as Counter Staff & Cashier in **Bishal Bazaar NEPAL.**
- ✓ Worked as Food & Beverage Supervisor in **Qatar Palace Hotel DOHA QATAR.**
- ✓ Worked as Accountant Assistant / Data Entry Clerk in **QBS International DOHA QATAR.**
- ✓ Worked as Inventory Assistant / Cashier in **Jaidah Motors & Trading Co.W.L.L. DOHA QATAR.**
- ✓ Worked as Driver cum Foreman in **PICK QUICK LIMOUSINE DOHA QATAR.**
- ✓ Working as Driver cum Transport Manager in **UNIQUE LIMOUSINE DOHA QATAR**
- ✓ Worked as a fleet supervisor in **FIFA WORLD CUP QATAR2022**

## **EXPERIENCE OF DOHA**

**COMPANY NAME :** QATAR PALACE HOTEL DOHA QATAR  
: QBS INTERNATIONAL DOHA QATAR  
: JAIDAH MOTORS & TRADING DOHA QATAR  
: PICK QUICK LIMOUSINE CO. DOHA QATAR  
: UNIQUE LIMOUSINE W.L.L. DOHA QATAR  
: FIFA WORLD CUP QATAR 2022

## **LANGUAGE KNOWN**

English : Good speaking & Writing  
Hindi : Good speaking & Writing  
Nepali : Good speaking & Writing  
Arabic : Speaking

## **Personal Information**

Name : MD. JAMALLUDIN KHAN  
Present Address : Doha Qatar  
Mobile no. : +974-31629994  
Date of Birth : 25<sup>th</sup> 01<sup>st</sup> 1990  
Nationality : Nepali  
Religion : Muslim  
Marital Status : Married

**Visa Status : NOC (NO OBJECTION LETTER)**

## **Declaration:**

*I hereby declare that the forgoing is true and correct to the best of my Knowledge and belief.*

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MD. JAMALLUDIN KHAN

***Reference and other details give upon request.***

*\* I am presently in Doha Qatar searching good placement for a job, request to kindly provide me Job.*