



CURRICULUM VITAE

MD. JAMALLUDIN KHAN

Email: - jamalsami15@gmail.com

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.

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 : 25th 01st 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.

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.*