



## Syed Khaled

### Present Address:

Dubai, UAE.

Contact: +971 553507606

Email: [mr.syedkhaled@gmail.com](mailto:mr.syedkhaled@gmail.com)

### Online Platform:

LinkedIn ID:

<https://www.linkedin.com/in/syed-khaled>

### Immigration Status:

Visit Visa

Visa Validity: 10 Nov-2023

### Personal Skills:

Good Team Player

Quick Learner

Work Under Pressure

Problem Solver

Self-Motivated

Multi-Tasking

### Computer Proficiency:

Microsoft Office

SAP Beginner

Tally ERP 9

### Languages:

English

Urdu

Hindi

Telugu

### Personal Details:

Father Name: Syed Shakeel

Birth Year: 1997

Gender: Male

Marital Status: Single

Nationality: Indian

### Summary

Worked as a "Junior Accounts Officer". Experience in Cash Management, Petty Cash Management, Processing Invoice, Receivables & Payables and Reporting. Worked on Financial Software's including SAP ERP.

Passionate about learning business concepts and possess the ability to handle work pressure & eager to contribute towards the building of strong team. Great wish to work for a good company and to optimally utilize my potential & add value to the company.

### Education Details:

- MBA Finance Pass out - September 2021 Shadan Institute of Management Studies for Boys, Affiliated with Osmania University, Hyderabad, Telangana, India.
- MBA Project Inventory Management - Hyundai Motors.

### Certification:

- Pursuing US CMA (Certified Management Accountant) from Mile Education, Hyderabad, Telangana, India.

### Experience:

- **Junior Accounts Officer**  
**D-Mart 2 Year - 4 Months (May 2021 to Sep 2023)**

#### Roles & Responsibilities:

- Assist senior accounts officer in maintaining company ledger & daily financial transaction.
- Creating financial documents such as (bills, processing invoices, pay orders, payables & receivables).
- Identifying dispensaries in ledger and accounts, tracking their source and correcting them.
- Co-ordinating and managing payments and billing details of external provider as procurement.
- Verifying payments and making deposits make through the company account.
- Managed vendors account payable function & petty cash expenses.
- Assist senior in preparing month-end financial reports.
- Assist team during Internal and External Audit.
- Worked on / Operated accounting software's including SAP under the guidance of senior accounts officer.
- Collect, categorize, calculate, verify and enter data to maintain accurate records.