

# CURRICULUM VITAE

## MD RASHEED KHAN

H.No. 8-9, Near MRO Office,  
Post & Mandal Kotha Kota,  
Wanparthy District.  
(Telangana State) India.  
Pin Code: 509381  
Cell: +917675825677  
E-MAIL: [mdrasheed.ksa@gmail.com](mailto:mdrasheed.ksa@gmail.com)



## CAREER OBJECTIVE

It has always been my endeavor to work for reputed organizations with all my skills and to the best of abilities. I have always tried to deliver my best in the worst of situation, which has been my perennial plus point. I have finished the details of my skill sets, which I strongly hope would fulfill the requisites and would be; reason enough for me to seek a position in your organization.

## WORK EXPERIENCE

### House Keeping Supervisor

**(From June 2016 to April 2024)**  
**Radisson Blu Plaza Luxury 5 Star Hotel**  
**Hyderabad – India.**

### ROLES AND RESPONSIBILITIES:

- ↳ Training housekeepers on cleaning and maintenance tasks
- ↳ Overseeing staff performance on a daily basis
- ↳ Checking rooms and common areas, including stairways and lounge areas, for cleanliness.
- ↳ Schedule shifts and arrange for replacements in cases of absence
- ↳ Establish and educate staff on cleanliness, tidiness and hygiene standards
- ↳ Motivate team members and resolve any issues that occur on the job
- ↳ Respond to customer complaints and special requests
- ↳ Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves

- ↳ Participate in large cleaning projects as required
- ↳ Ensure compliance with safety and sanitation policies in all areas

**STORE ACCOUNTANT (CASH OFFICER - Back Office)**

**United Electronics Company – Extra, Saudi Arabia  
(November 2012 to Feb 2016)**

United Electronics Company - Extra was established in Saudi Arabia, to provide customers with complete shopping experience for consumer electronics and home appliances. UEC offers all the electronic products.

**ROLES AND RESPONSIBILITIES:**

- ↳ Maintaining & handling store cash and cashiers.
- ↳ Deposit the cash sales & cheques sales into the Bank.
- ↳ Preparing monthly store income & expenditure reports.
- ↳ Preparing Daily Sales Report
- ↳ Controlling the store expenditure as per the budget.
- ↳ Check & match the purchase order receipts and return to vendor reports.
- ↳ Sending daily all sales reports to Reconcilers through email.
- ↳ Solving customers problems as per company policies and procedures.
- ↳ Respond the e-mails as per head office & finance department and etc...

**CASHIER CUM ACCOUNTANT**

**HERITAGE Foods India Limited, Panjagutta, Hyderabad.  
(June 2009- to Nov 2012)**

HERITAGE RETAIL is a unique chain of retail stores promoted by Heritage Foods, the leading dairy brand in South India. Designed to meet the needs of the modern Indian Consumer, the store rediscovers the taste of nature everyday making grocery shopping a never before experience.

**DUTIES AND RESPONSIBILITIES:**

- ↳ Managing all the cash transactions in workplace.
- ↳ Maintaining daily account of the daily transactions.
- ↳ Balancing the daily account at the end of each day.
- ↳ Checking the daily cash balance.
- ↳ Interacting with the customers that come to the counter.

## QUALIFICATION

- ↪ **M.B.A. in Finance & HR from Osmania University, Hyderabad.**
- ↪ **B.Com Computers** from Gayatri Degree College, Wanaparthi in Mahabubnagar District. A.P.
- ↪ **Intermediate** from Niveditha Jr. College, Kothakota in Mahabubnagar District. A.P.
- ↪ **Secondary School Certificate** from Bharatiya Vidya Mandir, Kothakota in Mahabubnagar District. A.P.

## TECHNICAL SKILLS

**MS-Office**

**Oracle E Business Suite Retail Pro**

**Accounting Package in Tally 9 ERP, Wings & Focus**

## OPERATING SYSTEM

- ↪ Windows 98
- ↪ Windows 2000 & XP

## STRENGTHS

- ↪ Flexibility & Originality in approach
- ↪ Hard Working
- ↪ Creative & Open to new ideas
- ↪ Ability to work in group as well as independently with minimal supervision
- ↪ Hard working nature, time management & fast learning capabilities
- ↪ Zeal to grab new opportunities

## PERSONAL PROFILE

Father Name : MOHAMMED. SHAREEF

Date of Birth : 26-02-1985

Native : Apparala, Kothakota  
Wanparthy District,  
Telangana State. India. 509110.

Marital Status : Married

Religion : Islam

Language : English, Hindi, Telugu, Urdu & Arabic

Passport No : **S9688754**

Date of Issue : 11-02-2019

Date of Expiry : 10-02-2029

Place of Issue : Hyderabad. T.S. India.

### **Declaration:**

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

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**MD RASHEED KHAN**

Date: 07/05/2024

## EXPERIENCE CERTIFICATE

This is to certify that **Mr. MD RASHEED KHAN, S/O MD. SHAREEF** has been working as a **House Keeping Supervisor** in our organization from 12-June-2016 to 29-April-2024

Moreover, we would like to reflect over his conduct during his stay with us & his service we have found his sincere, reliable, pleasant and open to challenges.

We have no objection upon him if he wants to pursue his duties in other organization.



*[Signature]*  
Radisson Blu Plaza Hotel  
HYDERABAD

7/5/2024

التاريخ: 1437/06/28 هـ

الموافق: 05 / 04 / 2016 م

## SERVICE CERTIFICATE

## شهادة خبرة وإحلاء طرف

Name : Rasheed Khan Mohammed

Nationality : Indian

ID. : 2334983802

Profession : Cash Officer

Work From: 2012/11/18م

To: 2016/02/25م

During this tenure we found him punctual, sincere & hardworking in his duties, and we gave him the clearance We wish him all the success in his future endeavor.

This certificate is issued upon his request without any obligation on our part.

اسم الموظف: رشيد خان محمد

الجنسية : هندي

رقم الهوية : 2334983802

الوظيفة : محاسب

مدة العمل من : 2012/11/18م

إلى : 2016/02/25م

وقد كان خلال هذه الفترة مخلصاً ومجتهداً في انجاز عمله، وقد أخلي طرفه من قبلنا ، متمنين له كل النجاح في حياته العملية .

اصدرت له هذه الشهادة بناءً على طلبه ودون أدنى

مستولية تجاه الشركة .

الشركة المتحدة للإلكترونيات

قسم الموارد البشرية

جاء  
05/04/16



United Electronics Company

P.O. Box 8311, Riyadh 11482 Kingdom of Saudi Arabia

Tel. +966 11 419 6677 Fax +966 13 419 6321

Public Company C.R.: 2051029841

Capital: 360,000,000 SAR

الشركة المتحدة للإلكترونيات

ص.ب. ٨٣١١ الرياض ١١٤٨٢ المملكة العربية السعودية

هاتف: +٩٦٦ ١١ ٤١٩ ٦٦٧٧ فاكس: +٩٦٦ ١٣ ٤١٩ ٦٣٢١

شركة مساهمة عامة س.ب. 2051029841

رأس المال: 360,000,000 ريال سعودي



# Heritage Foods India Limited

# 6-3-542/B, SBH Lane, Panjagutta, Hyderabad - 500 082

Date: 05-11-2012

## EXPERIENCE CERTIFICATE

This is to certify that **Mr. MD. RASHEED KHAN** son of Md. Shareef, who has been worked in our organization as a **Cashier cum Accountant** from 06-06-2009 to 03-11-2012.

His job responsibilities are to look all the cash transactions & accounts.

His work is found to be good and we have no hesitation to commend the excellent character and duty bound behaviour.

We wish him success in all future endeavour.

(HERITAGE FOODS INDIA LIMITED)



OU193515

# Osmania University



Faculty of Management

Roll No. 02907146

This is to certify that Md Rasheed Khan

son / daughter of Md Phareef

has been awarded the degree of

**Master Of Business Administration**

(M.B.A)

of this University, he/she passed the qualifying Examination  
held in May-2009, in the First  
Division.

Given under the seal of the University

PG120900316



Hyderabad

02 Jan 2010



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**ATTESTED**  
**KHADER ALI KHAN**  
 ADVOCATE  
 A.C. Guards, Hyderabad-(A.P.)

*Khader Ali Khan*  
 5/1/2010

NOTARY  
 Khader Ali Khan

Register No. 1

Serial No. 238  
5/1/2010



भारत सरकार GOVERNMENT OF INDIA  
 अपोस्टिल / APOSTILLE  
 (Convention de La Haye du 5 octobre 1961)

Country: **REPUBLIC OF INDIA**

This public document  
 DEGREE  
 has been signed by VICE CHANCELLOR  
 acting in the capacity of VICE CHANCELLOR  
 bears the seal/stamp of SPL SECRETARY, GAD, GOVT. OF  
 AP

Certified  
 at NEW DELHI, INDIA the 01-Feb-2021  
 by SO (O/Attestation) MINISTRY OF EXTERNAL AFFAIRS  
 No. APHY0002785121

Seal / Stamp is issued to MD RASHEED KHAN

(सुनील चानप)  
 (SUNIL CHANAP)  
 Section Officer (OI)  
 विदेश मंत्रालय / C.P.V Division  
 10, बंगला सभागार, नई दिल्ली  
 Ministry of External Affairs, New Delhi

"AUTHENTICATED"  
 N.V. RAMANA REDDY  
 Social Secretary to Govt. (Protocol)  
 General Administration Dept.,  
 A.P. Secretariat,  
 HYDERABAD - INDIA.  
 dated 11-01-2010  
 No. 363

تمصادق تصدق ادارة المملكة العربية السعودية  
 (القنصل العام السعودي) في نيودلهي  
 وتم التوقيع دون مسئوليتها عن  
 الرقم: 01 فائقة 22

050900

تم تصديق

*Ahmad S. Alabdullah*  
 احمد سعيد العبدالله  
 Ahmad S. Alabdullah

**Degree Prepared, Verified & Compared by**

Prepared by	Section Incharge	Controller of Examinations
<i>Ram</i>	<i>B</i>	<i>S.P. 21/11/10</i>

दिनांक.....  
 0265.....Date 12.01.2010  
 राज्य सरकार के सचिव / अवर सचिव / डप्टी सचिव / अवर सचिव / सहायक सचिव / अनुभाग अधिकारी के हस्तक्षर सत्यापित किये जाते हैं।  
 The Signature of Secretary / Additional Secretary / Deputy Secretary / Under Secretary / Asst. Secretary / Section Officer of State Government Attested

بمساق الملحق الثقافي السعودي في الهند على  
 صحة علم وثوق وزارة الموارد البشرية الهندية  
 دون اي مسؤولية تتعلق بالمحتوى  
 15 OCT 2012 التاريخ 20441 رقم  
*محمد بن عبد العزيز آل عتيبي*



डी.वी.एन. राव D.V.N. RAO  
 अनुभाग अधिकारी/Section Officer  
 विदेश मंत्रालय शाखा सचिवालय  
 M.E.A. Branch Secretariat  
 हैदराबाद/HYDERABAD.

OU 192919

# Osmania University



Faculty of Commerce

Roll No. 2770401565



This is to certify that Md Rasheed Khan  
son / daughter of Md Shareef  
has been admitted to the degree of

## Bachelor Of Commerce

(Medium: English)

of this University, having been declared to have passed in,

Part - I Year Division

English

Second Language (Hindi) Nov-2005 Pass

Part - II (Optionals):

1. Web Programming Apr-2006 Second

2. Accounting System

Given under the seal of the University



BC120900249

Hyderabad



T. Torupab her



**ATTESTED**

23 DEC 2009

**ABDUL AZIZ**  
**ADVOCATE-NOTARY**  
Appointed by the Govt. of India  
Begumpet, Hyderabad-A.P.

Entry No: 2835



**" AUTHENTICATED "**  
4/1/10 -  
**(N.V. RAMANA REDDY)**  
Special Secretary to Govt. (Protocol)  
General Administration Dept.,  
A.P. Secretariat,  
HYDERABAD - INDIA.  
Dated 02-01-2010  
C.No. 99 /NRI/2010

3/3

02/01

04/10

Degree Prepared, Veri

Prepared by	Section Incharge

भारत सरकार GOVERNMENT OF INDIA  
अपोस्टिल / APOSTILLE  
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by SO (OI/Attestation) MINISTRY OF EXTERNAL AFFAIRS  
No. APHY0002947821

Seal / Stamp is issued to MD RASHEED KHAN  
Signature



(सुनील चनाप)  
**(SUNIL CHANAP)**  
अनुभाग अधिकारी (ओ आई)  
Section Officer (OI)  
सी. पी. डी. प्रभाग / C.P.V. Division  
विदेश मंत्रालय, नई दिल्ली  
Ministry of External Affairs, New Delhi

दिनांक: 02/01/2010 Date: 06.01.2010.  
राज्य सरकार के सचिव / अपर सचिव / उप सचिव / अवर सचिव / सहायक सचिव / अनुभाग अधिकारी के हस्तक्षर सम्पादित किये जाते हैं।  
The Signature of Secretary / Additional Secretary / Deputy Secretary / Under Secretary / Asst. Secretary / Section Officer of State Government Attestert



**डी.वी.एन. राव/D.V.N. RAO**  
अनुभाग अधिकारी/Section Officer  
विदेश मंत्रालय शाखा सचिवालय  
M.E.A. Branch Secretariat  
हैदराबाद/HYDERABAD.







