

HAMID KHAN

ACCOUNTANT



Al Jazeera, Ras al Khaimah,
United Arab Emirates,

Mob: +971 55 104 9542

Email: hamiduop246@gmail.com

Visa: Employment Visa

Date of Birth: 15 March 1993

Profile

- A qualified Accountant with more than Two years of diversified experience in the field of accounts, and management consultancy assignments.

Employment History

1 Year Accountant at *JHK CONSTRUCTION, Pakistan*

October 2018 — October 2019

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

1 year Teacher at *Sufa children Acadamy, Pakistan*

March 2020 — September 2021

- Establishing and enforcing rules of behavior for students in the classroom
- Preparing lessons, units and projects to complete learning objectives
- Establishing and communicating clear objectives for lessons, units and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths
- Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects
- Working with students one-on-one when they need extra help or attention
- Tracking and evaluating student academic progress

7 Months Admin at *A2C SERVICES, RAK, UAE*

October 2023 — Till Date

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management

Skills

Financial Reporting

Tax Accounting

Financial statements

Value Added Tax

External Audit

Financial Management

Financial Accounting

Cash flow

Financial Analysis

Microsoft Excel

Management

Leadership Team work

- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Languages

English

Urdu

Pashto

Education

M.COM. UNIVERSIRTY OF PESHAWAR

2014— 2016

B.COM. UNIVERSIRTY OF PESHAWAR

2012— 2014

One Year Diploma in IT From BTE Peshawar
2014-2015

Personal Information

- Nationality : Pakistani
- Religion : Muslim
- Marital Status : Married
- Passport No. : QQ4153421
- Issue Date : 13-Jun-2023
- Expiry Date : 11-Jun-2028
- Place of Issue : Nowshera KPK