



M . K A S H I F K H A N

ACCOUNTS & FINANCE

CONTACTS



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OBJECTIVE

To secure the position of that will allow me to utilize acquired skills and experience.

WORK SUMMARY

WATER DIVISION HEAD

2016–Present

- CASH HANDLING
- MAINTAIN ACCOUNTS
- PETTY CASH HANDLING
- STOCK MONITERING
- WAREHOUSE INCHARGE
- LOGISTIC MONITERING
- OPERATION HEAD
- ACCOUNTS & STOCK AUDIT
- PREPAIRING REPORTS RELATED TO SALES AND PRODUCTION
- GP PROFIT AND LOSS ANALYSIS
- ERP SOFTWARE HANDLING
- ROUTE PRO SALES SOFTWARE HANDLING
- ACCOUNTS RECONCILIATION
- GENERAL LEDGER
- CASH RECOVERY
- CREDIT CONTROL

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EDUCATIONAL QUALIFICATIONS

Secondary Education

Laboratory High School
University of Agriculture - 2010

I.COM (Inter of Commerce)

B.I.S.E Faisalabad, Punjab,
Pakistan – 2018

D.A.E(Diploma of Associate Chemical Engineer)

Tevta Board – 2014

NEBOSH (Certification of IG1 & IG2 health & safety)

J.D Institute Al-Khuwair

IG1 Exam pending will be
complete next month.

SKILLS

I'm full expert in:

Microsoft word-excel-power point

SEO

Route PRO software

ERP software

I have driving license that is valid for 10 years.

SUMMARY OF PROFESSIONAL EXPIERENCE WORLDWIDE

Klash PVT(Ltd)

(Faisalabad, Punjab, Pakistan)

*I worked with this company for 6 months as a IT Networking
trainee, CCTV Monitoring, Computer Hardware Repairing,
Networking IPV4 System since 2011*

GLOBAL ENVIROQUEST LLC

(Muscat, Sultanate of Oman)

*I have been serving there since 2016 till now. I worked as the head of
accounts, operation and logistics for water division of the company in
Sultanate of Oman. My main scope is to monitor accounts activities
such as daily cash handling, petty cash handling, general ledger,
preparing reports related to inflow/outflow, reconciliation, making
GP analysis reports to maintain profit/loss, Route pro software, ERP
Software, Logistics department related to sales, operation department
related to warehouse loading/offloading, stock finish goods/raw
material, warehouse checking, sales reports and documents handling,
monthly audit for all water division and overall monitored for 13
branches of water division.*