

# NISSAR KHAN PATAN

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## Summery

As an Assistant **Accountant** with hands-on experience in financial management, I am dedicated to ensuring accuracy and efficiency in all aspects of accounting. With a solid foundation built from my educational background and practical experience, I excel in financial reporting, account reconciliation, and data analysis. Totally 8+ years of Experience in Food & Beverages industries. I am eager to further expand my knowledge and take on new challenges in the accounting field. My goal is to contribute to a dynamic team where I can apply my skills, grow professionally, and help drive financial success.

## WORK EXPERIENCE

### Assistant Accountant - March 2023 – March 2024

سناكات | Snackat Cafe | Doha, Qatar

- **Accounts Payable/Receivable** managing transactions, ensuring timely payments, and maintaining accurate records.
- **Financial Reports** preparing and analyzing financial statements to provide clear insights into the financial health of the organization.
- Adept at analyzing financial data to support decision-making and identify trends.
- Knowledgeable in ensuring compliance with accounting standards and regulations.
- Successfully streamlined financial reporting processes, reducing the time needed for monthly close.
- Implemented improvements in accounts payable procedures, leading to faster processing times and reduced errors.
- Contributed to the preparation of accurate financial reports, aiding in strategic financial planning.

### Junior Supervisor Operations and Core Team - March 2022 - February 2023

سناكات | Snackat Cafe | Doha, Qatar

- Managed inventory for multiple locations, ordering new supplies as needed. Increased efficiency and reduced shortages by 20%.
- Successfully trained and mentored more than 15 new team members, resulting in increased team cohesion and improved performance.
- Scheduling staff to ensure that they have enough time to complete their jobs with efficiency and accuracy.
- Product publishing to E-commerce platforms with complete product details.
- New stocks Updates as per Manual invoices into Required Branches POS menus.
- B2C Supplier Onboarding and Suppliers sales accounts managements.
- Branch sales Deposits as per Accountant requirements.
- Monthly stock auditing through ODOO POS system.
- Inspecting the store's physical appearance to make sure it is clean and well- stocked at all times.
- Overseeing inventory management for each location, including ordering new supplies when needed.
- Product publishing to E-commerce platforms with complete product details to increase sales by 20%.

## **Sales Associate - July 2020 - February 2022**

سناكات | Snackat Cafe | Fujairah, UAE

- Greet and assist customers in a friendly and professional manner.
- Processed credit card transactions, gift cards and cash payments.
- Reconciled cash tills from dining sales as part of closing duties
- Followed safety, sanitization and food handling guidelines.
- Stocks checking upon the supervisor's requirements.
- Managed orders and payments with POS system.
- Follow-ups on customer specific orders.
- Complete necessary paperwork and documentation related to sales, returns, and inventory.
- Assist with maintaining accurate records of customer interactions and transactions.
- Support management with various administrative tasks as needed.
- Adhere to company policies and procedures, including those related to sales practices and customer interactions.
- Follow health, safety, and security guidelines to ensure a safe shopping environment for customers and staff.

## **Retail Cashier - October 2015 - August 2019**

AL Rabia Supermarket| Saudi Arabia

- Welcoming customers with a smile in a way.
- Assisted customers in finding products, answered their questions, and offered product information to help them make choices
- Sorted, totaled and wrapped currency and bills.
- Counted and secured cash to maintain accurate register totals
- Provided information to customers on products or services.
- Bagging all the customer's purchased items for the customers.

### **SKILLS:**

Cash Reconciliation| Computer Literacy | Customer Relationship Management (CRM) |Customer Satisfaction| Data Entry | Following Up | Inventory Management | Multitasking | Negotiation | OrganizationSkills | Problem Solving | Reporting | Sales | Staff Scheduling | Stock Management | Stock Rotation | Store Management | Supervisory Skills| Team Leadership | Team Management | Teamwork.

### **COMPUTER SKILLS:**

- MS Office
- Sapaad POS System
- ODOO POS
- Tally ERP  
(Beginner)

### **EDUCATIONAL QUALIFICATION:**

**Bachelors Of Commerce - 2012 - 2015**

Osmani University • INDIA

### **PROJECTS**

**FIFA Event - Sep 2023 (1month)**

Snackat Café | Qatar

### **PERSONAL DETAILS:**

Name: Nissar khan Patan

Father Name: Darbar khan Patan

Age: 29 Years

Marital status: Married

Nationality: INDIAN

Visa Status: Visit visa till 19-09-2024

### **REFERENCE:**

Name: Mr. Arfan Shahzad

Mobile: +971 – 555676670

Email: arfantastik7@gmail.com

Designation: Operational manager

Company Name: Snackat Cafe

