ROMAIL ALI KHAN

Cell#: +971558085034
Email: khanromail36@gmail.com
Dubai, UAE.

Accountant | Administrator cum IT

Diligent and resourceful professional offering competency within the full range of administrative procedures. Capably handles competing demands for time and attention while maintaining a positive and approachable demeanor. Articulate communicator with solid interpersonal skills across all levels and backgrounds. Combines a client-focused work ethic with proactive problem solving strengths. Enthusiastic team player with quick-study capabilities, appreciated by others for willingly stepping up to any challenge. Core Strengths:

- General Office Procedures.
- Customer Service.
- Accounts Payable & Receivable.
- Filing & Records Management.
- Document / Form Preparation.

- Appointments & Scheduling.
- Correspondence Preparation.
- Workload Prioritization.
- Confidentiality Assurance.
- Transaction Processing.

Qualifications in Action

Administrative Coordinator cum IT Support – *AM Associates, Islamabad (PAK)*   Oct-2018 Dec-2023

- Assist NPM to prepare quarterly progress reports, annual progress reports, and other reporting requirements.
- Prepare communication strategy and tools for the project.
- Work closely with the M&E specialist to strengthen results management and reporting.
- Ensure effective communications, visibility, and knowledge management.
- Support NPM and project team in preparing concept notes and other project-related documents.
- Support program staff in organizing and managing seminars, workshops, press conferences.
- Produce reports and stories of the seminars/workshops organized by the project.
- Provide technical support to the project team in producing various evaluation and knowledge products of the Project.
- Ensure proper documentation of the communications materials and knowledge products.
- Prepare and edit press releases, program-related progress reports, and documents.
- Perform any other duties assigned by the project management unit and NPM as per the need of the program.
- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issues and requests.
- Providing technical support across the company.
- Setting up accounts for new users.
- Repairing and replacing equipment as necessary.
- Testing new technology.
- Possibly training more junior staff members.

Legal (Lawyer) Assistant – *Court of Rawalpindi (PAK)*   June-2015 Aug-2018

- Computer & Research skills.
- Ability to maintain confidentiality.
- Strong written and verbal communication skills.
- Organizational skills.
- Provide administrative support to lawyer and enhance office effectiveness.
- Handle communication with clients, witnesses etc.
- Administratively support and attend trials.
- Prepare case briefs and summarize depositions, interrogatories and testimony.
- Conduct investigations and statistical/documentary research.
- Locate and develop case relevant information.
- Type up and file basic legal documents and correspondence.
- Answer and direct phone calls.
- Maintain contact lists.
- Monitor deadlines and juggle calendars.
   Assistant Accountant - *Arco Group of Companies, Islamabad (PAK)*   *Nov-2011 Dec-2013*
                       Royal king Edward School System Punjab (PAK)   *Jan-2014 Dec 2023*

- Assist with the preparation of financial statements and reports.
- Assist with the processing of accounts payable and receivable.
- Enter and verify the accuracy of financial transactions.
- Perform bank reconciliations and other reconciling tasks as needed.
- Maintain accuracy and organized financial records and documents.
- Assist with budgeting as needed.
- Support the accounting team with various projects and tasks as needed.
- Can articulate and enforce area policies and is familiar with area supervisors and staff.
- Able to remedy mistakes/missed deadlines and knows when supervisor should be alerted.
- Demonstrates ability to gather and analyze complex research and information.

Skills & Endorsements

- Microsoft Office.
- Web Design.
- C-Panel & Web hosting.
- Graphic Design.
- Technical Support.
- Computer Hardware
- Troubleshooting.

- Web Development.
- Social Media Marketing.
- Social Media Optimization (SMO).
- Adobe Photoshop.
- Networking.
- IT Hardware Support.

EDUCATION & Core Courses

Bachelors of Commerce in Business tax accounting *(PAK).*   Jan 2012 to Dec 2014

- Advance Accounting

- Cost Accounting

- Auditing

- Business Tax

- Business Law

- Business Communication

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."