

Resume

MEHMOOD UL HASSAN KHAN
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Objective:

Seeking a suitable position in an esteemed organization to utilize and offer my skills and potential to the fullest.

Professional Experience (1) :

Worked as **Hajj Operations In-charge** at Hejaz-e-Moqaddus International Travels and Tours from 04th February 2019 to 30th June 2020

Description of Responsibilities:

- Plan and sell Hajj, Umrah and other travel packages nationally and internationally
- Create and update electronic records of clients
- Invoicing and dealing with all vendors with best possible service
- Prepare and update monthly cashbook and bank reconciliation reports
- Dealing with clients and advise them appropriate modes of their requirements
- Liaising with Government authorities and all other Hajj concerned departments
- Organize rental transport of local and international movements both as per need
- Keep and maintain financial records of company and all other official documents
- Collect payments and deposit cash, cheques and pay orders into relevant accounts
- Manage transportation, accommodation, room reservation and other travel services
- Keep record and maintained of all office assets and responsible for office administration
- Handle unforeseen problems and complaints and determine eligibility for money returns

Professional Experience (2) :

Worked as **Manager Operations** at Broadway Distributions for Fauji Infraavest Foods (Pvt.) Ltd from 01st February 2016 to 31st January 2019

Description of Responsibilities:

- Organize and record keeping of warehouse storage and distribution of goods
- Timely payment of utility bills and rentals
- Checking all records on weekly and monthly basis
- Liaising with management and company concerns
- Dealing with accounts of sub-distributors and vendors
- Verification of online payments and reconciling cash transition
- Ensure time delivery of goods through strong follow up with team
- Invoicing to various Sub-Distributors throughout all over the Sindh
- Supervising of all team members & try to get their best in their territory
- Petty cash management, credit & cash bills, salaries, other office expenditures
- Coordination with management, sales team, drivers, loaders, vendors and sub-distributors

Professional Experience (3) :

Worked as **Admin Officer** (Karachi, Hyderabad, Sukkur & Quetta Regions) at Telenor Pakistan (Pvt.) Ltd from 20th Feb 2012 to 30th May 2015

Description of Responsibilities:

- Building Operations – Telenor Head Offices (Karachi, Hyderabad, Sukkur and Quetta)
- Planning and Management of all running and upcoming online queries in order to provide cars to employees
- Responsible to keep the lobby area and meeting rooms neat and clean at all times
- Booking of all meeting and board rooms
- Internal and External events management
- Arrangements of lunch/snacks for internal meetings
- Checking all fleet records on weekly and monthly bases
- Coordinate with all staff and brief them about the queries
- Maintain and analysis of car rentals & fleet cost on monthly basis
- Supplies Management – groceries, stationaries and business cards
- Record keeping of every pool car (related to analysis fuel averages)
- Supervising of all team members & try to get their best in their territory
- Housekeeping management - janitorial services, premises maintenance
- Making many reports time to time for Line Manager regarding daily activities
- Vendor Management – Dealing with all vendors and to get best possible service
- Petty Cash Management - utility bills, fueling in cars, tool tax, other cash expense
- Check all the internal quality reports to ensure the delivery of goods as per customer standards and requirements

Professional Experience (4) :

Worked as **Accountant** at National Saving Center Branch Karachi from 01st May 2007 to 29th April 2011

Description of Responsibilities:

- Customer dealing and maintaining their ledgers
- Handle general accounts payable & receivable
- Managing day-to-day transactions
- Book keeping and ledger maintaining
- Good command on accounts & software
- Coordinating internal and external audits
- Reconcile accounts with the general ledger
- Calculation of all profits & entering into relevant ledger
- Issuance of certificates such as profit, death, transfers & others
- Verifying balances in account books and rectifying discrepancies
- Entering financial information into appropriate software programs
- Data entries of vouchers and forms into relevant ledger & software
- Sorting financial documents and posting them to the proper accounts
- Any other duties that may be deemed appropriate to this role

Personal Strengths:

- Time Management
- Team Leadership
- Analytical Skills
- Self-motivated
- Soft Spoken
- Ability to learn fast
- Commitment to work
- Capable of working under stress and busy
- Enjoy working in a challenging environment

Academic Qualification:

- Masters in Commerce
University Of Sindh, Hyderabad (2010)
- Graduation in Commerce
University Of Sindh, Hyderabad (2007)
- Intermediate
Foundation Public School, Hyderabad (2005)

Personal Information:

- Name MEHMOOD UL HASSAN KHAN
- Father's Name ABDUL JALIL KHAN (Late)
- Date of Birth December 06th 1985
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