

Hayat Muhammad Khan

Professional Resume

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Suitable Positions For:
Accountant (Payables /Receivables /General/ Logistics –Warehouse)
HR Executive
PR Executive
Admin Officer

Objective: To lead the organization being strategic partner of top management team of organization.

Résumé Summary: **In Major addition to this I have 8 years working experience as Accountant with Driving License (LTV) in United Arab Emirates.**

Education : Msc. Mass Communication
Bachelor of Mass Communication
Diploma in Commerce D.Com (Accounts)
Certificate in Computer (MS Office / Windows etc.) 1 Year Course

Professional Experience *(most recent on the top)*

Organization	Capital Group Establishment. UAE (CG)
Designation	Accountant (Real Estate & Construction Division)
Tenure	December, 2020 to Present.

Brief Job Description: Controlling system and procedure of Contracts.
Controlling system and procedure of Receipts and Payments.
Cash & Bank Deposits.
Bank Reconciliation.
Monthly Reports.
Coordination with (Tenants, Suppliers, Costumers, Contractors etc.)
Payroll, Overtime & Wages Etc.
Expenditures.

Organization	: K. M. Trading L.L.C. Abu Dhabi UAE
Designation	: Accountant
Tenure	November 2016 to November 2020
Brief Job Description	: Controlling systems and procedures of Billing
	Controlling systems and procedures of Logistics (Warehouse)
	Preparation of Cheques
	Petty Cash
	Invoicing
	Local Purchase Order (LPO)
	Payables
	Suppliers Accounts
	Payments / Issuance of Cheques

Organization : Tribal Areas Chamber of Commerce & Industry
Organization Type : Chamber of Commerce
Designation : PRO / Executive Officer
Tenure : December 2012 to November 2016

Organization : Daily Aeen Peshawar
Organization Type : Newspaper
Designation : PA to Chief Editor
Tenure : September 2013 to 2017 (Shift)

Organization : Liberty Metals LLC Sharjah UAE
Organization Type : Steel Mills Manufacturing
Designation : Accountant , HR Executive
Tenure : Ma 2008 to October 2010

Organization : Warid Telecom (Franchise)
Organization Type : Telecom
Designation : Accountant
Tenure : September 2006 to May 2008

Organization : Khabrain Group of Newspaper Ltd.
Organization Type : Newspapers / Printing / Publisher
Designation : Assistant Accountant / Officer Manager
Tenure : January 2003 to June 2006

Professional Certification & Academic Education *(most recent on the top)*

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	Msc. (Mass Communication)	Allama Iqbal Open University Islamabad	Journalism	2018
2	BA (Mass Communication)	Allama Iqbal Open University Islamabad	Journalism	2013
3	D. Com (Accounts)	Board of Technical Education Peshawar KPK	Commerce	2002
4	Certificate in Computer (MS Office) 1 Year	Al-Hassan Computer Academy Peshawar	MS Office	2002
4	SSC	BISEP KPK	Arts	1998

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Excellent	Currently Using
2	Soft Presentation	Above Average	Currently Using
3	Outlook Express	Excellent	Currently Using
4	Spread Sheet	Excellent	Currently Using
5	Statistical Tools	Very Good	Currently Using

Remarkable Achievements & Awards

Sr.	Description of Activities	Year
1	Received Honda cd-70 Motorcycle award due to Best Recovery Officer	2005

Professional Development *(only those which can be testified)*

Sr.	Workshops / Seminars	Year
1	Basic Accounting & Book Keeping Workshops Under the KP FATA & Baluchistan Trust Fund, MAFTEC Pakistan & ERKF Project SMEDA, Peshawar.	2014
2	Import Regimes of South Asia, Central Asia, Europe and US Markets Under the (NPO) National Productivity Organization (Ministry of Industries and Production Govt of Pakistan and ERKF Project SMEDA, at TACCI, Peshawar	2013
3	As Office Secretary in 32nd National Games 2013 Islamabad Pakistan. (Pakistan Olympic Association)	2012
4	As Assistant to Chairman Election (Pakistan Business Council) Pakistan Association Dubai UAE	2009
5	Fund raising in 2005 for Earth quake victims in Pakistan.	2005

Social Membership & Co-curricular / Leisure Activities

Sr.	Description of Activities
1	Writings Columns for Newspapers
2	Reading, Interviews of Calibrates, Current Affairs, Economics Affairs
3	National Interest, Global Affairs

Personal Information

Father's Name Dost Muhammad Khan (Late)
Nationality Pakistan
Marital Status Married
Passport No. UT4107253
Religion: Islam
Language Competency English, Urdu, Hindi, Pashto, Punjabi

References

Sr.	Name	Organization	Know As	Contact No.
1	Senator Haji Ghulam Ali	Senate of Pakistan	Vice President Islamic Chamber of Commerce & Industry / Ex. President of FPCCI	(92-300) 8599696
2	Mr. Shamim Shahid	Voice of America	Sr. Journalist	(92-300) 5903713