Hayat Muhammad Khan

Professional Resume

Address: Salam Street, Abu Dhabi City, United Arab Emirates.

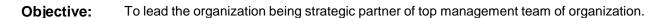
Contact: (971-50) 7560543
Email(s): hayyatmk@gmail.com

Suitable Accountant (Payables / Receivables / General /

Positions Logistics – Warehouse)

For: HR Executive

<mark>PR Executive</mark> Admin Officer



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 Controlling systems and procedures of Billing

Description : 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	2014
	Under the KP FATA & Baluchistan Trust Fund, MAFTEC Pakistan & ERKF Project	
	SMEDA, Peshawar.	
2	Import Regimes of South Asia, Central Asia, Europe and US Markets	2013
	Under the (NPO) National Productivity Organization (Ministry of Industries and	
	Production Govt of Pakistan and ERKF Project SMEDA, at TACCI, Peshawar	
3	As Office Secretary in 32 nd National Games 2013 Islamabad Pakistan.	2012
	(Pakistan Olympic Association)	
4	As Assistant to Chairman Election (Pakistan Business Council)	2009
	Pakistan Association Dubai UAE	
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