



FEROZE KHAN



Ajman - United Arab Emirates



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PROFIL

A highly dedicated and professional individual, looking to gain a job in the field of finance, accounting, and administration in an organization where I can implement all my skills and experience to produce outstanding output for the organization. Coming with over 6 years of experience in contributing profound knowledge of financial applications, and working effectively in cross-functional teams.

EXPERTISE

- Administration Auditing
- Inventory Management
- Budgeting, Forecasting
- Accounts Payable and
- Receivable
- Payroll Tax Accounting
- Public Accounting



LANGUAGES

- English (Expert)
- Urdu (Expert)
- Hind (Good)
- Pashto (Native)

EDUCATION

BUIITEMS University

Quetta - Pakistan

2013-2016

Masters of Business Administration

MBA (Banking and Finance)

Gold Medalist 🏆

Baluchistan University

Quetta - Pakistan

2010-2012

Bachelor of Art & Economics

Core Subject: Art & Economics



WORK EXPERIENCE

Enigma Cafe Ajman, UAE

2023 - Present

Accountant Cum Cashier

- Handle cash transactions accurately & effectively.
- Ensuring payments, and records are correct.
- Reconcile and file cash transactions.
- Handle monthly, quarterly, and annual closings.
- Control Credit and cashing debt.

Al Fajar Restaurant Quetta - Pakistan

2020 - 2022

General Manager

- Carry out all daily hotel operations to guarantee that guests enjoy an outstanding experience
- Provide the vision, leadership, and strategy that inspires your staff to deliver exceptional guest service that drives financial success
- Lead sales and marketing efforts by developing a targeted strategy for publicizing the hotel's services and amenities
- Provide leadership and strategic direction to all departments of the hotel.
- Recruiting and hiring new hotel staff to fill vacant positions and scheduling their duties.

Al Fajar Restaurant Quetta, Pakistan

2018 - 2020

Accountant

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements on time.
- Handle monthly, quarterly, and annual closings.
- Reconcile Accounts Payable and Receivable.

CERTIFICATES

- QuickBooks - (2016)
- Internal Audit
- Excel Financial Accounting
- Advanced Excel

WORKSHOPS

- Understanding Financial Statements.
- Management and accounting strategies Effectiveness of
- Human relations in the Hotel Industry.
- Financial accounting and Reporting.
- Inventory control in cost management and its advantages.
- Interpreting balance sheets and income statements

REFERENCES

- Available upon request

Wahdat Builders and Developers.
Quetta, Pakistan
2017 - 2018

Admin Officer

- Responsible for maintaining accurate financial records and transactions.
- Maintaining school bank accounts, monitoring the budget, and processing public and non-public fund purchases and payments at the school level.
- Manage budgets, logistics, and events or meetings.
- Handle scheduling, record-keeping and reporting.
- Ensure the school complies with relevant laws and regulations.
- Develop and run educational programs.

ADDITIONAL COURSES

2010 - 2012

Diploma in Information Technology

Quetta Institute of Information Technology

- Microsoft Office
- Advance Excel
- Database Management (Microsoft Access)
- Corel Draw
- HTML

2013 - 2014

Diploma in computer Graphics

Quetta Institute of Information technology

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Advanced Corel Draw

2008- 2010

Diploma in English Language

- Writing, reading and listening Tactics
- Communication Skills
- English Grammar
- Pronunciation

ACHEIVEMENTS

Gold Medalist (MBA)

BUIITEMS University Quetta (2016)

Winner

3rd International Conference on emerging issues in Management and economics (ICEIME 2016) - BUIITEMS University

HOBBIES



READING



FAMILY



FOOTBALL



TRAVEL



CRICKET