

# Khuram Shahzad

**Address:**

Al Qusais Industrial Area 5  
Dubai – U.A.E.

**Email Address:**

[Mks.khram69@gmail.com](mailto:Mks.khram69@gmail.com)

**Mobile Phone Number:**

00971 58 198 6194

**Career Objective:**

To work with all dedication & utilize my potentials to the best of my knowledge & education.  
Ability to work in a busy environment & handle several Tasks.

**Personal Information:**

**Birth Date:** 22 JUNE 1991  
**Gender:** Male  
**Nationality:** Pakistani  
**Visa Status:** Work Permit  
**Marital Status:** Single  
**Driving License:** Light Vehicle (Manual)

**Professional Experience:**

- 1) **MANAGER**  
**AUG 2023 TO TIL DATE:**  
**Kabab Village Restaurant-**  
**Sharjah Muailah – U.A.E.**
  - Supervision Staff.
  - Cash Counter Handling.
  - Monthly Profit & Loss Statement.
  - Counter Costumer Dealing.
- 2) **COURIER DRIVER**  
**FEB 2022 - JUL 2023**  
**Rapid X Delivery Services - (Amazon)**  
**Dubai – U.A.E.**
  - Deliver a Wide variety of items to different addresses and through different routes.
  - Follow routes and time schedule.
  - Load, unload, prepare, inspect and operate a delivery vehicle.
  - Ask for feedback on provided services and resolve clients complaints.
  - Collect Payments.
  - Inform Customers about new Products and Services.
  - Complete logs and reports.

3)

**COURIER DRIVER**

**MAY 2021 - JAN 2022:**

**URUK Express - (Amazon)**  
**Dubai – U.A.E.**

- Deliver a Wide variety of items to different addresses and through different routes.
- Follow routes and time schedule.
- Load, unload, prepare, inspect and operate a delivery vehicle.
- Ask for feedback on provided services and resolve clients complaints.
- Collect Payments.
- Inform Customers about new Products and Services.
- Complete logs and reports.

4)

**TRAVEL CONSULTANT**

**Apr 2015 - FEB 2016**

**Alwarda PVT LTD (IATA)**

Sialkot Pakistan

Company Industry: Travel

Handling of International Counter / Handling corporate / general International reservation  
On Galileo & Auto Ticketing Work involved over all supervision of International &  
Domestics Department

5)

**ACCOUNTS MANAGER**

**Apr 2013 - Feb 2015**

**Alwarda PVT LTD (IATA)**

Sialkot Pakistan

Company Industry: Travel

- Handling of Purchases (account payables) & sales (accounts receivables)
- To check the Cash receipts & Payments.
- To check The Bank receipts & payments.
- Bank and Parties Reconciliations.
- Feeding all types of vouchers.
- Conduct the Internal Audit of all Accounts of company.

**Professional Education:**

- Excellent Command on QUICKBOOK (Accounts Software)
- Command in MS office
- Excellent Command on Travel Agencies work
- Good Planning and Negotiating Skills
- Willing to learn, work and contribute effectively towards teamwork
- Fast learner
- Career Oriented
- Good in managing assigned responsibilities
- Good team player

## **Basic Education:**

- **B.COM.** 2011 from University OF PUNJAB LAHORE.  
*Major Subjects: Accounts, Taxation, Law*
- **D.com:**2009 from Punjab Board of Technical Education.  
*Major Subjects: Accounts, Auditing, Economics.*
- **Matriculation:** 2007  
*Major Subjects: Math, Islamic study, Social study*

Skills	Skill Level
Full Commands On QuickBooks (Accounts)	Expert
Microsoft Office software & the Internet- Expert.	Expert
Abacus, Galileo,	Expert
International Hoteling	Expert
International Insurance	Expert

Languages	Skill Level
English	Expert
Urdu	Expert

# Cover Letter

**khuram shahzad**

To Whom It may Concern

Respected Sir / Madam

I am in the process of canvassing the community for a position that will allow me to provide in Executive / Managerial, Sales & Marketing & Travel industry to fully utilize my knowledge, skills and abilities for the growth of the organization and to develop my career.

Over the past 2 years, My skills in Accounts & Sales & Marketing & Travel industry are excellent and I can handle customer problems in a tactful manner. You'll find my communication skills well above. I can interview with business clients to gather facts and put these facts into written materials; interpret rules, regulations and policies; plus function positively as part of a team. I have capability of working in both, Long and Short Term Task. I am confident that I can prove myself capable of any Job in any Team or Organization. I have courage to face every difficulty with Determination and Devotion. You can trust me to work unsupervised, meet deadlines, and develop creative ideas that will make a difference in services rendered to the general public.

I would appreciate a personal interview to further discuss my qualifications and experience in order to prove my capabilities. I would like to serve your organization with the best of my Abilities. Kind Regards,

Yours Sincerely,

khuram shahzad:  
[Mks.khram69@gmail.com](mailto:Mks.khram69@gmail.com)

**Mobile Phone Number:**  
00971 58 198 6194