



AYAZ KHAN

Accountant/customer service

PROFILE

Offering strong analytical skills with 4 years' experience customer service & 4 years accountant, and keen eye for detail. Knowledgeable about financial processes, data entry, and basic accounting principles. Skilled in using accounting software and working within team to achieve goals. Ready to use and develop analytical, organizational, and communication skills In Accountant/document control role.

CONTACT



+971524404564

UAE (Abu Dhabi)



ayazkhan10210@gmail.com

Hobbies

- Reading books
- Travelling
- Painting
- Photography...etc.

LANGUAGES

- English
- Urdu
- Punjabi
- Pushto
- Arabic

Skills

- Financial record-keeping
- Physical Fitness
- Self-discipline
- Team Leadership
- Interpersonal communication
- Time management
- Document security understanding
- Document coding experience

EDUCATION

Master of Business Administration:

Degree	year
M.Com:	Master of Commerce 2017
B. Com:	Bachelor of Commerce 2013
D.Com:	Diploma in Commerce 2011

PROFESSIONAL EXPERINCE

customer service (Trans guard Group Abu Dhabi (UAE) November 2021 (CURRENT)

Maintaining a positive, empathetic, and professional attitude toward customers at all times.

Responding promptly to customer inquiries.

Acknowledging and resolving customer complaints.

Processing orders, forms, applications, and requests.

Keeping records of customer interactions, transactions, comments, and complaints.

Communicating and coordinating with colleagues as necessary.

Providing feedback on the efficiency of the customer service process.

Ensure customer satisfaction and provide professional customer support.

Accountant (Noorulhaq & brothers construction company.

August 2019 - Oct 2021

- Maintaining daily accounting activities.
- Generating financial reports.
- Expenses deposits and other works. Day to day Petty cash management and accounting.
- Preparing financial documents such as invoices, bills, and accounts Payable and receivable.

Warehouse Accountant (Salini Impregilo spa Dubai) Project Medan one mall (UAE)

Oct 2017 – August 2019

- Sales and purchasing entry levels. Prepared and processed
- financial documents including invoices bills and accounts payable and receivable
- sales and purchasing entry levels
- **Internship:**
- (MCB) Muslim Commercial Bank Ltd kpk Pakistan
- 05 August 2016 to 05 Oct 2016
- Job description
- Remittances, Clearing & Accounts Department

