

# CURRICULUM VITAE

## MUHAMMAD SHOAIB KHAN

Mobile: +971 56 2814267

[Email.surranishoaib@gmail.com](mailto:Email.surranishoaib@gmail.com)

Abu Dhabi, UAE



## POST APPLIED FOR: ACCOUNTANT / CASHIER / OPERATION MANAGER / TEACHER

### PROFESSIONAL SUMMARY:

Seeking a challenging position where the full range of my personal abilities, skills and experience can be utilized. Contributing my enthusiasm and willingness to learn to a growth oriented company, while gaining knowledge and experience in a professional environment.

### SUMMARY OF QUALIFICATIONS:

- Proficient at an assortment of customer service tasks
- Able to narrow scope of vehicle issues based on customer descriptions
- Adept at handling customer complaints in a professional efficient manner
- Ability to work in fast-paced environments
- Good Experience in Work analyzing and Making estimates and invoices
- Excellent communications skills
- Handled customer calls and responded to email inquiries.

### PERSONAL DETAILS:

- Name : Muhammad Shoaib Khan
- Father's Name : Akhtar Zaman Khan
- Date of Birth : 18.03.1995
- Place of Birth : Bannu, Pak
- Nationality : Pakistan
- Sex : Male
- Marital Status : Single
- Religion : Muslim
- Languages Known : English, Urdu , Pashto
- Visa Status : Visit Visa

### EDUCATIONAL QUALIFICATIONS:

- S.S.C
- D.Com
- B.Com
- M.Com
- D.I.T
- P.T.C Teaching Certificate

### **COMPUTER SKILLS:**

- Leader Max Accounting Software
- Quick Book
- Xero Software
- Peachtree Accounting
- M.S Word, Excel, Power Point

### **PASSPORT DETAILS:**

- Passport no : **ZK4143562**
- Date of Issue : 21.06.2021
- Date of Expiry : 20.06.2026
- Place of Issue : Pakistan

### **WORK EXPERIENCE:**

- Worked as a **Computer Operator** experience with **(PPC) College** in Bannu Pakistan for 3 years.
- Worked as a **Teaching** experience with **Shawal Public High School and College (NWTD)** in Waziristan Pakistan for 2 years.
- Worked as a **Account Opening / PLS Savings Account and Dispatch Section** experience with **Zarii Tarqiati Bank Limited** in KPK Pakistan for 01 year.
- Worked as a **Accountant** experience with **Trade Worth International** in Karachi Pakistan for 12.04.2021 to 31.08.2022.

### **Duties and Responsibilities:**

- Excellent communications skills
- Keep good follow up system
- Price Controlling
- Preparing Profit and Loss account and Balance sheet
- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements
- Identifying what customers want.
- Plan locate and establish contact with new customers
- Preparing Profit and Loss account and Balance sheet
- Control the all purchase
- Control payments
- Make good financial decisions
- Calculating selling price
- Control Stocks
- Make Purchase orders
- Followed up with technicians and conveyed exact time of pick up to customers
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

### **DECLARATION**

I hereby declare that the Information mentioned above is true to the best of my Knowledge.

**MUHAMMAD SHOAIB KHAN**