

BABAR RAFIQ KHAN

Email: babarkhattak26896@gmail.com | Cell #: 0312-9988966

OBJECTIVE

Strong meeting planning and facilitation skills; able to communicate effectively with all organizational levels, build relationships of trust and enlist the participation of team members.

PROFESSIONAL SUMMARY

7+ years experienced Account & finance, HR and Warehousing Management.

EXPERIENCE

Lead Account & Finance

Hot & Spicy hotel

Dec-16 to May-24

- Responsible for overall hotel account accountability.
- Responsible for HR and Payroll working
- Responsible for material INN & OUT.
- Responsible for monthly closing.
- Responsible for payroll closing.
- Responsible for warehousing management.
- Responsible for all vendors billing.
- Develop new policies as per management instruction.
- Share all required reports with Management.
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QUALIFICATION

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| • BBA (H) [Accounting and Finance] | Hazara University Mansehra |
| • Intermediate | Wisdom Science College |
| • Matriculation | Hera High School |

COMPUTER SKILLS

- Oracle EBS 10 & Oracle Customize, Word, Excel, Power Point, Visio, Inpage, etc

PERSONAL SKILLS

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| • Individual & team player | • Self-starter |
| • Socialization | • Self-motivated |
| • Time management | • Adaptability |
| • Keen learner | • Ability to accept new challenges |