



# WALEED KHAN

## ADMINISTRATION & ACCOUNTS MANAGER

### About Me

I am an experienced Administration & Accounts Manager who has gained extensive experience in managing all aspects of office administration and accounts. I am a highly motivated individual who is able to work well under pressure and to deadlines. I have excellent interpersonal and communication skills and am able to build good working relationships both internally and externally. I am a team player who is also able to work on my own initiative. I am proactive and have a 'can do' attitude. I have a high level of accuracy and attention to detail.

### Personal Details

**Date of Birth**

17-06-1985

**Nationality**

Pakistan

**Marital Status**

Married

00923439901008.

00923139666117.

wyousafzai11@gmail.com

### Personal Skills

Commercial and business awareness.  
Excellent communication and presentation skills.  
An analytical approach to work  
High numeracy and sound technical skills.  
Problem-solving skills and initiative.  
Negotiation skills and the ability to influence others  
Strong attention to detail and an investigative nature.  
Good time management skills and the ability to priorities.  
The ability to work as part of a team and to build strong working relationships.  
The potential to lead and motivate others.  
Good IT skills.

### Experience

**Meditech Pharmaceuticals**

**Feb 2016 - Present**

**General Manager**

Manage all Operation of the company.  
Administration, Finance, Human Resource Management,  
Marketing, Procurement, Supply Chain Management. All Government Concern Departments.

**Ahad International Pharmaceuticals**

**Nov 2008 - Jan 2016**

**Administration & Accounts Manager**

- Overall administration and coordination of the company operations.
- Company financial planning and budgeting, as well as its accounting and bookkeeping.
- Company human resources, including recruitment, training, and employee relations.
- Company office administration, including facilities management and information technology.

**Al Khan Group Of Companies (Al Khan Steel & Aluminum Co.LLC,  
Al Nadeer General Transport Co.LLC, Insaf General Motors Co.LLC,  
Al Waleed Car washing Station Co.LLC ) AJMAN ( UAE )**

**Feb 2012 - Sep 2014**

**Administration & Accounts Officer ( AJMAN ) UAE**

Preper and maintain a thorough understanding of the financial reporting and general ledger structure.

Preper an accurate and timely monthly, quarterly and year end close.

Preper the timely reporting of all monthly financial information.

Preper the accurate and timely processing of positive pay transactions.

Preper and maintain (Company Registration /Licence /Renewals ) concern filling.

Maintain overall marketing and purchases activities.

### Education

**Master Of Business Administration**

Gomal University ( Pakistan )

Specialization in Accounting & Finance

Jan 2008 - Dec 2010

**Bachelor Of Business Administration**

Gomal University (Pakistan )

Jan 2006 - Dec 2008

**Higher Secondary (Diploma in Commerce )**

Government Commerce College ( Pakistan )

Jan 2002 - Dec 2004

BOARD OF INTER MEDATE

**Schooling SSC**

Wensam College (Pakistan ) Sep 2001

Matriculation

### COURSES

**Certification SAP(Systems, Applications &  
Products in Data Processing)ERP ( Enterprise  
Resource Planning ) Aug 2022**