

BALIGH MUHAMMAD KHAN

Administrative Officer

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Professional Summary

Highly motivated individual with Commerce Graduate along extensive and diversified 10 years' experience to attain an Admin and Accounts position in the firm where I can utilize my expertise in the areas of accounting, product stocking, auditing, credit analysis, customer services and daily office operations or maintaining legal documents and files, being in charge of office supplies. Effective communicator with highly professional attitude, great organizational skills, strong attention to accuracy and well-developed team work abilities.

Core Competencies

Office Automation, Tally & Quickbook ERP, Email, Online Researching, Accounts Payable and Aged Receivables, Payroll, Office Administration, Purchasing.

Skills

- Microsoft office word.
- SAP (FICO).
- Quickbook.
- Netsuite.
- Microsoft office excel.
- Microsoft dynamics GP.
- Peachtree.
- CRM.
- Microsoft office outlook.
- Tally.
- Focus.
- Windows Installation.

Professional Experiences

Diamond Flexible Packaging LLC

Working as an Administrative Officer from 21st Oct, 2016 to till now.

Responsibilities

- Welcoming visitors and directing them to the relevant office/personnel.
- Carrying out clerical duties such as answering phone calls, responding to emails, preparing documents, including office correspondence, memos, notices, LPO and presentations.
- Manage office supplies and stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Overseeing the maintenance of office facilities, and equipment.
- Paying all utilities bill monthly and maintain all utility bills report as per due dates.
- Sending bills and invoices to clients.
- Performing bookkeeping tasks such as invoicing also making vendor payments and follow up aged receivables.
- Prepares leave salaries, final settlements and air ticket booking for employees.
- Assist payroll process electronic transfers, WPS and overtime compensation.
- Maintain and monitor company files, contract, and documents expiration.
- Coordinating and managing appointments, meetings, and the conference room schedule in order to prevent duplicate bookings.
- Resolve issues between management and employees. And help their managers in policy making.
- Setting up company policies and standards to achieve accreditation.
- Performing other relevant duties when needed.

Telniasoft Incorporation

Worked as an Assistant Accountant in (Offshore Dept.) at Telniasoft Inc. from 15th Oct 2014 to 20th Oct 2016.

Responsibilities

- Oversee the daily operations of the accounting function includes; recording and review of all payments, receivable and revenue.
- Reconciliation of Bank accounts and sales report for filling sales tax of U.S based clients.
- Preparation and standardizing the month end close procedure and reporting.

Trust Lawyer & Legal Consultant LLC

Accountant – Account Receivable on Emirates National Bank of Dubai portfolio from 27th Feb 2012 to 21st March 2014.

Responsibilities

- Reviews Accounts Receivable aging by ensure compliance and demand letter are issued on doubtful accounts.
- Skip tracing of Bank defaulters and follow up legal cases.
- Coordination between U.A.E Banks and default customers to resolve payment discrepancies.
- Assist month-end closing.

United Bank Limited Retail Banking

Relationship Officer (Outsource HRS Global Pvt. Ltd) at UBL Retail Banking Consumer Sales from 09th Nov 2010 to 12th Feb 2012.

Responsibilities

- Achieve sales targets assigned and contribute to the overall achievement of the team.
- Build a good customer base in order to explore opportunities to cross-sell & up-sell.
- Building long term relationship with the bank staff by ensuring all their queries are addressed promptly and relevant technical guidance is provided.
- Assist in opening Bank accounts and sell available Bank products to new and existing customers.
- Preparation of Call Memos and other sales activities related reports on MsExcel.

Eastern Federal Union Limited

Banc assurance Financial Consultant from 09th Oct 2008 to 04th Nov 2010.

Responsibilities

- Build relationship with the Sales/ operations team and ensure the business targets and Productivity targets of the allocated branches are met effectively.
- Preparing quotations and proposals, negotiating terms and closing sales.
- Accept & follow up on request & complaints received from clients and ensuring claim requests are serviced.
- Providing market research/customer feedback to the Company for development of new products and enhancement of existing ones to suite the bank segment needs.
- Preparing relevant periodic production reports.

Academic Qualification

- Graduate of Commerce from University of Karachi in 2009.
- Intermediate (Pre-Engineering) in 2007.
- Matriculation (Computer Science) in 2004.

Technical Education

- Module SAP-FICO Consultant, End- user level from NAIS Dubai –UAE.
- Diploma in Computerized Accounting from Skill Development Council.
- Office Automation from Orasoft Training Institute.
- Foundation Course of Islamic Banking & Takaful from Centre for Islamic Economics.

Hobbies

- Internet Vlogs.
- Cricket.
- Traveling.

Personal Data

Date of birth 29th Dec, 1988, Single, Male and Muslim.

Reference

Will be furnished upon request.