



Surat Khan

Nationality: Nepalese **Date of birth:** 22/02/1989 **Gender:** Male

Phone number: (+974) 51383656 **Email address:** surat1hs@gmail.com

WhatsApp Messenger: 51383656

LinkedIn: <https://www.linkedin.com/in/surat-khan-224645103>

Work: Al Wakra Building no.18, 45211 Doha (Qatar)

ABOUT ME

To employ my knowledge and experience with the intention of securing a professional career with opportunities for challenges and career advancement, while gaining knowledge of new skills and expertise.

WORK EXPERIENCE

Goway Holiday Travels and Tours Pvt.Ltd. – Kathmandu, Nepal

City: Kathmandu | Country: Nepal

Accountant

[02/01/2012 – 24/06/2013]

- - Maintain accurate financial records, including journal entries and financial statements.
- - Manage accounts payable/receivable and vendor/client relationships.
- - Assist in budgeting, forecasting, and variance analysis.
- - Prepare financial reports like balance sheets and income statements.
- - Ensure tax compliance and handle tax returns.
- - Support audits and enforce internal controls.
- - Analyze financial data for strategic insights.
- - Monitor and manage cash flow.
- - Perform bank reconciliations and resolve discrepancies.
- - Use accounting software for transaction processing and reporting.

Moonlight Resort – Pokhara, Nepal

City: Pokhara | Country: Nepal

General Cashier

[01/01/2020 – 30/10/2022]

- - Process payments and operate cash registers, ensuring accurate transactions.
- - Maintain detailed records and balance cash drawers, resolving discrepancies.
- - Provide customer service, handling payment inquiries, refunds, and exchanges.
- - Safeguard cash and follow security protocols.
- - Collaborate with departments to reconcile financial records and monitor inventory.
- - Ensure compliance with financial regulations.
- - Train new cashiers on procedures and policies.

United Products Supplies – Doha, Qatar

City: Doha | Country: Qatar

Accountant cum Admin Assistant

[16/12/2015 – 27/10/2019]

- - Maintain accurate financial records, including accounts payable/receivable and general ledger.
- - Assist in budgeting, forecasting, and variance analysis with cost control recommendations.
- - Prepare financial statements and reports, ensuring compliance with accounting standards.
- - Process and verify vendor invoices for timely payment.
- - Reconcile expenses, manage petty cash, and ensure documentation adherence.

- - Conduct monthly bank reconciliations, resolving discrepancies.
- - Assist in payroll processing, ensuring timely payments and compliance with tax regulations.
- - Provide administrative support, manage office supplies, and handle data entry.
- - Support audits by providing necessary documentation and ensuring compliance.
- - Collaborate with teams and stakeholders to facilitate smooth operations.

Saksham Diagnostic & Imaging Care Pvt.Ltd. – kathmandu, Nepal

City: kathmandu | Country: Nepal

Sales Executive

[01/10/2008 – 26/12/2010]

- - Build and maintain strong client relationships, understanding needs, and offering tailored solutions.
- - Generate leads, convert prospects, and achieve sales targets.
- - Develop product knowledge, conduct demonstrations, and communicate benefits.
- - Stay updated on industry trends and provide insights for strategic decisions.
- - Negotiate pricing and contracts to establish long-term partnerships.
- - Forecast sales, track metrics, and report to management.
- - Collaborate with teams to deliver comprehensive customer solutions.
- - Represent the company at trade shows, promoting products and identifying opportunities.
- - Provide ongoing customer support, resolving issues, and ensuring satisfaction.
- - Maintain accurate sales records and manage CRM systems.

Dogus Insaat – Doha, Qatar

City: Doha | Country: Qatar

Diesel Responsible

[27/01/2015 – 11/12/2015]

- - Monitor and manage diesel fuel inventory for construction machinery.
- - Coordinate timely fuel distribution to minimize downtime.
- - Collaborate with maintenance for regular inspections and repairs of diesel equipment.
- - Track fuel consumption for accurate cost analysis and budgeting.
- - Ensure compliance with safety and environmental regulations related to fuel storage and handling.
- - Maintain records of fuel transactions, equipment maintenance, and consumption.
- - Assist in budget planning by optimizing fuel efficiency.
- - Develop contingency plans for fuel shortages or emergencies.
- - Manage relationships with fuel suppliers for reliable and cost-effective supply.

Les Evenements Event – Doha, Qatar

City: Doha | Country: Qatar

Accountant

[16/12/2022 – Current]

- - Prepared and analyzed financial statements, ensuring regulatory compliance.
- - Developed budgets and forecasts for strategic planning.
- - Managed accounts payable/receivable and ensured timely invoice payments.
- - Conducted bank reconciliations and resolved discrepancies.
- - Prepared tax returns and ensured timely tax payments.
- - Assisted in audits with documentation and explanations.
- - Monitored expenses and implemented cost-saving measures.
- - Oversaw payroll processing and maintained accurate records.
- - Conducted financial analysis and prepared reports for management.
- - Utilized accounting software for accurate data management.
- - Collaborated across departments for accurate financial reporting and support.

EDUCATION AND TRAINING

Intermediate in Commerce(High School Diploma)

Tribhuvan University [14/06/2005 – 12/12/2007]

Address: Kathmandu, Butwal (Nepal)

Bachelor in Commerce(B.Com)

Chhatrapati Shahu Ji Maharaj University,Kanpur [01/03/2013 – 05/04/2017]

Address: Kanpur,India, Kanpur (India)

Diploma in Cost Accounting

Alison Education Company [01/06/2022 – 10/10/2022]

Country: Ireland

MS Office & Accounting with Tally Erp9

NIIT Academy [18/03/2013]

Address: Southex Part 2, New Delhi (India)

Post Graduate Diploma in Accounting and Finance

London Institute of Business Studies [Current]

Website: libs.org.uk

Advance Excel

STP Computer Education [01/05/2024 – 06/2024]

City: Delhi | Country: India | Website: stpcomputereducation.com

Tally Prime

STP Computer Education [01/10/2023 – 30/11/2023]

City: Delhi | Country: India | Website: stpcomputereducation.com

Accounting Fundamentals

Corporate Finance Institute(CFI) [13/07/2024]

Website: <http://www.corporatefinanceinstitute.com>

Excel Fundamentals-Formulas for Finance

Corporate Finance Institute(CFI) [23/07/2024]

Website: <http://www.corporatefinanceinstitute.com>

LANGUAGE SKILLS

Mother tongue(s): Nepalese

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Urdu

LISTENING C2 READING B1 WRITING A2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Arabic

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Korean

LISTENING B2 READING B2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Google Docs / Team-work oriented / Good listener and communicator / Written and Verbal skills / Internet user / Social Media / Google Drive / Organizational and planning skills / Decision-making / MS Office (MS Word, MS Powerpoint, MS Excel, MS Publisher, MS Outlook, MS Access, MS Teams)

RECOMMENDATIONS

Name: Hussein Zebib | Manager

- I have known them for several years...
- he is a very intelligent and hard-working person
- I strongly recommend...

Email: zebib@unitedqatar.net | **Phone number:** (+974) 66551456

Name: Sagar Neopaney | Manager

- I have known them for several years...
- he is a very intelligent and hard-working person
- I strongly recommend...

Email: gowayholiday@gmail.com | **Phone number:** (+977) 9841455800

MANAGEMENT AND LEADERSHIP SKILLS

Strong Management and Leadership Skills

I possess strong management and leadership skills that empower me to inspire and guide teams towards achieving organizational objectives. I excel in setting clear goals, delegating tasks effectively, and providing guidance and support to team members. With a collaborative approach, I foster a positive work environment that encourages creativity, innovation, and growth. I lead by example, demonstrating integrity, accountability, and strong decision-making. By effectively communicating expectations, motivating individuals, and promoting a shared vision, I drive team performance and achieve exceptional results. My ability to adapt to dynamic situations, resolve conflicts, and empower others positions me as an influential and effective leader.

COMMUNICATION AND INTERPERSONAL SKILLS

Effective Communication and Interpersonal Skills

I possess exceptional communication and interpersonal skills that enable me to establish strong connections and foster positive relationships with individuals at all levels. With clear and concise communication, I articulate ideas, listen actively, and adapt my style to meet the needs of diverse audiences. I excel in collaborating with teams, promoting open dialogue, and resolving conflicts constructively. My empathetic approach allows me to understand others' perspectives, building trust and cooperation. These skills, combined with my ability to convey complex information in a relatable manner, enable me to navigate challenging situations and achieve successful outcomes.