



# SHIRAZ KHAN

📍 **Home** : Zone 56, Street 645 and building-24, Doha, Qatar

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**ID**: 29858610189 **Work permit**: Qatari **Gender**: Male **Date of birth**: 01/04/1998 **Place of birth**: Peshawar, Pakistan **Nationality**: Pakistani

## ABOUT MYSELF

Goal-oriented, dedicated and highly self-motivated individual with more than three years of work experience in finance, banking and customer service. Excellent organizational skills, a keen sense of detail, and excellent relationship-building skills. Specializes in pattern recognition, process improvement, and serving the needs of clients and organizations through advance technical solutions. Performs well where there is pressure or a tight schedule, which means showing a positive attitude towards obstacles and striving for high results. Commendation in communication and trouble-shooting skills; demonstrated skills in operations improvements and compliance. Able and willing for any team's contribution and professional development.

## WORK EXPERIENCE

**City**: Doha | **Country**: Qatar

[ 28/07/2024 – Current ] **RECEIVING OFFICER-FINANCE HILTON HOTEL AND RESORTS**

- Experience in managing Birch Street, (cloud-based procure to pay)
- Work with procurement to generate the expected delivery list.
- Receiving the merchandise from various outlets, endorse all merchandise-related documents
- Ensure that all products are intact
- Validate orders and invoices, including quantity, quality, price, etc.
- Contact the supplier or shipper if something is wrong.
- Responsible for processing returned shipments that were not satisfactory or receiving the returned products.
- Label deliveries according to where they should go.
- Sign and pay the invoices for satisfactory deliveries.
- Maintain records of work completed, and assist with responsibilities for storage and distribution.

**City**: Al Aziziya | **Country**: Qatar

[ 01/09/2023 – 30/07/2024 ] **ACCOUNTANT DAR AL DELTA TRADING & CONTRACTING**

- Record and keep track of every business transaction financially.
- Produce and review balance sheet, income statement and cash flow statement.
- Balance accounts payable and receivable to give a perfect view of the company's balance sheet.
- Supervise monthly, quarterly and yearly driven closings.
- Ensure the preparation of the budget, and predict the financial characteristics.
- Evaluate taxes and determine the correct schedules to fill with requests to the regulations.

**Country**: Pakistan

[ 01/01/2022 – 30/08/2023 ] **UNIVERSAL BANKER ALLIED BANK**

- Experience working with Temenos T-24 and Oracle.
- Account maintenance certification.
- Managing bank deposits.
- Receipts from Overseas, Bank and Cash Book adjustments.
- Cheque Deposit Receipt (CDR & Demand Draft (DD) making.
- Clearing utility bills.
- Clearing of cheques.

- Transferring of cheques.
- Issuing bank statements.
- Customer relation services and banking consultancy to the buyer

## EDUCATION AND TRAINING

[ 01/10/2016 – 30/11/2020 ]

### BACHELOR OF BUSINESS ADMINISTRATION

*Institute of Management Studies (IMS)*

City: Peshawar | Country: Pakistan | Final grade: 3.08/4 CGPA

Link: <http://www.uop.edu.pk/>

## LANGUAGE SKILLS

**Mother tongue(s):** PUSHTO

**Other language(s):**

### English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

### Arabic

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

### Urdu

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

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

## CONFERENCES & SEMINARS

[ 13/02/2019 ]

**Training on cyber-Advocacy**

[ 23/03/2017 ]

**Developing the communication skills of student**

[ 26/09/2017 ]

**Workshop on value base learning**

## SKILLS

### Professional skills

- Proficient in financial management and reporting.
- Skilled in banking operations (Temenos T-24, Oracle).
- Expertise in procurement and inventory control (Birch Street).
- Proficient in Microsoft Office Suite.
- Knowledgeable in tax preparation and regulatory compliance.
- Experienced in budgeting and forecasting.

### Personal Skills

- Detail-oriented and accurate
- Strong organizational abilities
- Excellent communication skills
- Trustworthy and discreet
- Problem-solving mindset