

# IBRAHIM KHAN

Junior Accountant

## PROFILE INFO

with excellent knowledge and educational background made me a very quick learner and professional to manage assigned tasks. believe in teamwork and always work hard, adopt innovative ways to improve business productivity, keep myself motivated towards my responsibilities. i also share knowledge with team members and avoid silo mentality which can destroy business performance.

## EXPERIENCE

### ACCOUNTANT & SALESMAN

2022-2024

I have two years experience as an Accountant & Salesman (Mubarak Al Dosari Trading & Contracting Gharafa (Qatar)

### STORE SUPERVISOR & WAITER

I have also good knowledge about construction materials (Tools). performed my duty efficiently in the management of construction store (hardwares). Apart from that i got 6 months experience in Hotel management performing my assignments as a Waiter in Five star Hotel (Islamabad Pakistan)

## ACHIVEMENT

### • 2022-2024

I have performed very well owing to my dedicated efforts and consistent improvement which led to the attraction of more customers & maintained very good relation with them for the interest of the Business.

### • 2020

I have also learned professional ways to treat customer, as i worked in professional environment (Hotel management) due to proper time management and smooth flow of operations i got appreciations & motivation from senior management.

## EDUCATION

2015-2019

### **BBA (BACHELOR OF BUSINESS ADMINISTRATION)**

- Graduated in Human Resource Management

2018-2020

### **BA (BACHELOR OF ARTS)**

- Graduated in arts

## SKILLS

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## LANGUAGES

- English (excellent)
- Arabic (basic)
- Hindi (excellent)
- Urdu. (excellent)

## CONTACT

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