



KAIMUDDIN KHAN

**Valet Driver/Bellman, Accountant,
Document Controller**

About Me

Key skills sound knowledge of financial management principles and account balancing. Knowledge of accounting, bookkeeping and mathematics for data entry assignments and quick-learning ability. Dedicated with strong work ethic and resourceful nature.+ 5 years of Accountant & Document Handling experience in the field of Civil, construction & Heavy Equipment and +2 years of Experience in the Hospitality Field.



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LANGUAGE

- English
- Nepali
- Hindi
- Arabic (Basic)

EDUCATION

12th (I.Sc,Maths) in New Horizon College

SKILLS SUMMARY

- Written and verbal communication skills.
- Customer service.
- Multitasking and prioritizing.
- Dependability.
- Familiarity with Microsoft Office.
- Problem-solving.
- Ability to work under pressure.
- Attention to detail.
- Manual and automatic driving skill.
- Accounting (Tally System)

EXPERIENCE

Valet Driver/Bellman - Velero Doha by IHG
April 2023 till Present

Valet Driver/Bellman - Millennium Central
Doha Feb, 2022 to Mar, 2023

- Attend the main entrance door and welcome/farewell guests, arrange and manage transfers, help guests with directions and perform as the first and last impression for them.
- Providing friendly and efficient service to guests while transporting their luggage and providing other services as needed.
- Opening vehicle doors for guests and aiding in the removal of luggage and personal belongings.
- Driving vehicles to designated areas and safely parking them.
- Recording parking spots and placing guests' keys in a safe location.

Assistant Accountant and Document Handling
Qatar First building& Construction Co. Doha-Qatar
17th July 2011 to 1st Jan, 2017

- Manage all accounting transactions
- Handle monthly, quarterly and annual closings, Petty Cash.
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary .
- Maintained regularly by manually documenting all transactions in the Tally System.
- Keep record of all equipment and staff and update monthly.
- Processed transactions of safety requirements (Induction) of equipment and operators on site.
- Keep record of Civil and excavation projectworks.

Salesman A.N.K Shoes Udyog Bhairahawa-Nepal
Aug, 2017 - Aug, 2019

- Selling products and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.

Self-Business: Khan Egg Pasal(Grocery Items)
Jan, 2020 to Jan, 2022)