

## MOHAMMED KHAN

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Personal Website: <https://mohammedkhan.me>

Driving Licence: Full UK licence/car owner

### PERSONAL PROFILE

My personal strengths include determination, generosity, and consideration for others. I am a hardworking individual, trustworthy with a warm personality. I am highly confident and have the ability to work independently as well as part of a team. I possess the right attitude, aptitude, and charisma to be successful in any given position. With innovative ideas and a strong understanding of stakeholder requirements, I am committed to achieving my goals, persisting with tasks and new challenges, and making a positive impact in the workplace.

### SKILLS/ACHIEVEMENTS

- **Web Development:** Proficient in HTML, CSS, JavaScript, TypeScript, Bootstrap, jQuery, React, Redux, PHP, and Python.
- **Backend Development:** Experienced with Node.js, Express, API development, PostgreSQL, and Docker.
- **Version Control & Deployment:** Skilled in using Git, GitHub, and deploying applications with cURL frontend and server-side.
- **Networking & Architecture:** Knowledgeable in networking principles, IT architecture, and cloud services.
- **Communication & Teamwork:** Strong communication skills, able to work effectively as part of a team or independently.
- **Project Management:** Organised and managed a charity event for Cancer Research, involving promotion, ticket sales, staff management, and overall event coordination.
- **Software Proficiency:** Familiar with Microsoft Excel (including PivotTables and V-Lookups), Quickbooks, VT Transaction, Sage Line 50, Payroll Manager, and BC Easy TaxFiler.
- **Problem-Solving:** Thrive under pressure, meeting multiple deadlines and embracing challenges.
- **Adaptability:** Quick to learn and adapt to new systems and technologies.

### EDUCATION

#### 2022 - Present

##### Codecademy / IT Career Switch

- Full Stack Development: HTML, CSS, JavaScript, TypeScript, Git, Docker, Node.js, Express, API, React, Redux, jQuery
- SQL: PostgreSQL
- PHP: cURL frontend and serverside
- Python

#### 2021

##### Netcom Training BTec/ COMPTIA A+

- Networking and Architecture
- Mobile and Operating Systems
- Cloud Services
- Business Processes
- Cisco: IT Essentials: PC Hardware and Software, Cybersecurity Essentials

**2005 - 2007**

**Sutton Coldfield College**

- AS-Level: Accounts – B
- AAT – Pass, and Health & Safety vocational course

**2000 - 2005**

**Joseph Leckie CTC GCSE**

- English – B
- Mathematics – A
- Science Double Award – CC
- ICT – B
- OCR Level 1 and Level 2: Finance and Accounting

## **EMPLOYMENT**

**Waiter - The Village Lodge Restaurant (2020 - Present)**

- Customer liaison, handling face-to-face and telephone queries and complaints.
- Ensuring satisfactory service and attending to customer needs.
- Full bookkeeping duties, including organisation of all accounts and payroll.

**Assistant Accountant and Payroll Manager – Accountants for Professionals (2017 - 2020)**

- Managed payroll, processed new starters and leavers, and handled payroll queries.
- Liaised with clients, pension providers, and HMRC.
- Prepared accounts, VAT returns, and bank reconciliations.
- Recorded client data, produced pivot tables, and submitted tax returns.
- Supervised and trained trainees.

**Accounting Assistant – Black Book Accountants (2012 - 2016)**

- Managed payroll, processed new starters and leavers, and handled payroll queries.
- Conducted bookkeeping, bank reconciliations, and authorised expenses.
- Prepared tax returns, corporation tax, self-assessment, and PAYE using QuickBooks.

**Financial Associate – Voluntary Office Clerk (2011 - 2012)**

- Worked as a payroll clerk, organised accuracy and payment of wages, pensions, and insurances.
- Handled deductions, bonuses, pay rises, and discrepancies.

**Systems Clerk – Tesco Distribution (2008 - 2011)**

- Managed system checks, stock control, driver booking, and workload volume analysis.
- Analysed staff time data and managed staff rotas.

**Waiter – Laboni Balti Restaurant (2005 - 2008)**

- Full operational and financial accountability.
- Promoted and advertised the restaurant, managed stock control, and trained new starters.
- Waited tables, dealt with complaints, and managed orders and deliveries.

**REFERENCES - Available on request.**