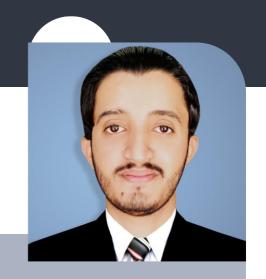


Babul Khan

Office Admin | Accountant



Dear Mr. Sir,

I am writing to express my interest in the position of Office Operations & Accountant at your organization. With proven experience in managing accounts, daily billing, and maintaining organized documentation, I bring a strong foundation in clerical and financial tasks. I have handled cash flow sheets, invoice logs, and vendor payments across different sectors.

Along with my accounting skills, I am proficient in computer systems, filing workflows, and record accuracy. My past roles have strengthened my ability to support front-desk and office environments efficiently and professionally.

Thank you for considering my application. I look forward to the opportunity to contribute to your organization.

Sincerely,

Babul Khan



INFORMATION 2

F/Name AbuBakar DOB 08-08-2003 Status Single Nationality Pakistani CNIC#515 LTV License **Passport** Available 🔽 Domicile Tharparkar

CERTIFICATIONS

One Year Office Composing

Thar Institute of Technology (T.I.T) Islamkot

Serial No. 0140

13-02-2019 Issue Date

Duration 1 Year

Web and Android App Development

Thar Institute of Technology (T.I.T) Islamkot

Serial No. 0366

Issue Date 20-09-2021

Duration 1 Year

Customer Service & Sales Assistant (CSSA) National Vocational Qualification Framework

Reg No. 21NVQ4-G148-3901

17-02-2022 Issue Date Duration 06 Months

LANGUAGES 🦾















BABUL KHAN



👰 devbabulkhan@amail.com

Islamkot 69240, Tharparkar

https://devbabul.github.io

- **GOAT Tech Expert**
- **Computer Operator**
- **Graphic and Web Designer**
- **Documentation and Files Handler**
- **Administrator**



PROFESSIONAL SUMMARY

A highly adaptable and self-driven tech professional, proudly known as a GOAT Tech Expert, with hands-on experience in web development, graphic design, system operations, and administration. With a sharp eye for design and functionality, I've built and maintained professional websites you can see by clicking on Portfolio button at the end of Resume, created engaging visual content, and handled technical tasks with precision. My proficiency as a Computer Operator and Documentation & Files Handler enables me to manage digital systems, organize workflows, and ensure smooth operations across both technical and clerical domains.

PROFESSIONAL EXPERIENCES

Freelancer | Graphic, Web, **Presentation Designer**



Fiverr, Upwork, Freelancer

United States of America

Aug 2022 - Current Company Introduction:





As a self-employed creative on top platforms like Fiverr, Upwork, and Freelancer, I've delivered professional design services to global clients. My work includes websites, presentations, branding, UI mockups, and visual content tailored to specific business needs.

Job Responsibilities:

- Delivered customized web & graphic designs as per client briefs. Created professional presentations (PPT, Google Slides) with branding
- Maintained client communication, revisions, and timely deliveries.
- Managed multiple projects with consistent 5-star ratings.
- Handled payments, portfolios, and client onboarding independently.

Accountant **Documentation Handler**



Serene Guest House

Islamkot, Tharparkar, Pakistan

Company Introduction:

Aug 2024 - May 2025



Serene Guest House offers peaceful and affordable lodging services in Tharparkar. Known for its clean environment, courteous service, and comfortable stay, it caters to travelers, officials, and families, ensuring a secure and homely experience.

Job Responsibilities:

- Managed guest records, invoices, and account logs.
- Handled documentation and filing of daily transactions.
- Assisted in inventory tracking and administrative coordination.
- Maintained communication between departments for smooth operations.
- Monitored daily cash flow and maintained accurate transaction logs.
- Prepared summaries and assisted with quest check-in/check-out records.
- Coordinated with vendors and service providers for payments and supplies.

PROFESSIONAL SKILLS 🏝 Windows, Linux (Zorin OS) HTML5 CSS3 JavaScript Wordpress PowerPoint Photoshop Google Slide Canva Office365 Tools Premiere Pro Familiarity with Git and Responsive UI/UX

AWARDS 🛣

Best Graphic and Web Designer Lanja Alliance Forum (L.A.F) Islamkot

1st Position in Web and App Dev Test Thar Institute of Technology (T.I.T) Islamkot

Selected for the Media Team of LAF Lanja Alliance Forum (L.A.F) Islamkot

REFERENCES ***

Ram Verwani, Maya Traders Wine Shop Islamkot

SOCIAL HANDLERS •













Administrative Supervisor Accountant

Apr 2023 - Jun 2024

Silk Enterprises

Karachi, Sindh, Pakistan



Company Introduction:

A top-tier construction and infrastructure firm known for excellence and innovation. Our track record of high-quality projects and client satisfaction reflects our commitment to sustainability. With a seasoned team and focus on integrity, we're shaping the future of construction.

Official Operations Admin Accountant

Jan 2021 – Mar 2022

Silk Food & Catering Services

Karachi, Sindh, Pakistan



Company Introduction:

Silk Food & Catering Services is a premium food provider in Tharparkar offering event-based catering, tiffin services, and hygienic food solutions for schools and organizations. With a focus on quality, punctuality, and customer satisfaction, it delivers fresh, home-style meals with professional service.

Job Responsibilities:

- Supervised staff, kitchen operations & event logistics.
- Managed daily accounts, invoices, salaries and vendor payments.
- Coordinated with clients for catering schedules & feedback.
- Designed social media campaigns and a website; https://silkfood.github.io

Accountant **Documentation Handler**

Feb 2020 - Jan 2021

Parkar Penaflex Islamkot, Tharparkar, Pakistan



Company Introduction:

Parkar Penaflex is a leading Printing Services provider business located in the heart of Islamkot. It takes printing responsibilities not only for Islamkot but also, it's connecting rural areas and serves with many printing and designing services including, Business Card, Legal Documents, Paper Printing, Photo Paper Printing, Wedding Cards, Student Cards, Penaflex, Stamp Making, Cup, T-Shirt and Cap Printing, Vinyl and all other kind of print related services are available for 18/7.

Job Responsibilities:

- Maintained accurate daily sales records, invoices, and client billing logs.
- Handled customer data entry, file archiving, and order documentation.
- Prepared and managed payment receipts, vendor transactions, and petty cash reports.
- Coordinated with designers and clients to ensure timely delivery of print
- Assisted in maintaining digital backups of design files and job records for future use.

EDUCATION

Bachelor of Science in Computer Science (BSCS)

Apr 2025 - Continue

Associate Degree in Commerce (B.COM)

Oct 2022 - Feb 2025











