

MOH KHALID MOMAND

Accounting | Administration | Operations | Management



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LinkedIn Link



052-754-6685



Al Rawda 3 Area, Ajman, UAE.

Career Objective

Results-oriented professional with 7 years of experience and proven knowledge of Cost Management, General Accountant, Business Administration, Production, and Business Operation. Aiming to leverage my abilities to successfully fill the Accountant, Administration, Admin, or Personal Assistant role. Apart from my Professional career, I am a self-taught Programmer, Web Developer, Digital Marketing specialist, and GUI designer.

Work Experience

December 2021– August 2022 (9 Months)

Branch Manager

Rukn Al Baraka Bukhari and Mandi Restaurant - Dubai

- 1: Coordinate daily Front of the House and Back of the House restaurant operations
- 2: Deliver superior service and maximize customer satisfaction
- 3: Respond efficiently and accurately to customer complaints
- 4: Regularly review product quality and research new vendors
- 5: Organize and supervise shifts
- 6: Appraise staff performance and provide feedback to improve productivity
- 7: Estimate future needs for goods, kitchen utensils and cleaning products
- 8: Ensure compliance with sanitation and safety regulations
- 9: Manage restaurant's good image and suggest ways to improve it
- 10: Control operational costs and identify measures to cut waste
- 11: Create detailed reports on weekly, monthly and annual revenues and expenses
- 12: Promote the brand in the local community through word-of-mouth and restaurant events
- 13: Recommend ways to reach a broader audience (e.g. discounts and social media ads)
- 14: Train new and current employees on proper customer service practices.
- 15: Implement policies and protocols that will maintain future restaurant operations.



Education

2000-2012 (12 Years)

Abdul Hay Habibi

College Graduate Diploma – Afghanistan

2012-2013 (1 Year)

Kabul English Language Centre

English Language IRC Program

2013-2015 (2 Years)

Afghanistan Ministry of IT

IT Support – Afghanistan



Personal Details

- **First Name** : MOH KHALID
- **Last Name** : MOHMAND
- **Visa Type** : Employment
- **Nationality** : Afghanistan
- **Passport NO:**
- **Mobile NO** : 052-754-6685
- **Marital Stat** : Single

November 2021– December 2022 (1 Month)

Python Developer

Blue Bridge - Dubai

Responsibilities

- 1: Write effective, scalable code
- 2: Develop back-end components to improve responsiveness and overall performance
- 3: Integrate user-facing elements into applications
- 4: Coordinate with internal teams to understand user requirements and provide technical solutions
- 5: Django RESTful API
- 6: Using Django to create Web Apps.

Languages

- English | Fluent
- Arabic | Fluent
- Persian | Native
- Farsi | Fluent
- Pashto | Bilingual
- Urdu | Fluent
- Hindi | Fluent
- Russian | Basic

August 2020 – October 2021 (1 Years 3 Months)

Procurement Officer CUM Production Manager

DIAMOND PACK PACKING & FILLING FACTORY L.L.C - UAQ

Responsibilities as Procurement Officer

- 1: Overseeing and supervising employees and all activities of the purchasing department.
- 2: Preparing budgets, Cost analyses, and reports.
- 3: Researching and evaluating prospective suppliers.
- 4: Maintaining good supplier relations and negotiating contracts.
- 5: Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- 6: Managing inventories and maintaining accurate purchase and pricing records.
- 7: Reviewing, comparing, analyzing, and approving products and services to be purchased.
- 8: Following and enforcing the company's procurement policies and procedures.
- 9: Preparing plans for purchases of equipment, services, and supplies.

Certificates

- IT Support | Afghanistan Ministry of IT.
- Python Crash Course | Coursera GOOGLE
- Using Python to Interact with Operating System | Coursera GOOGLE.
- Django Essential Training | By LinkedIn
- Advanced Django | LinkedIn
- Building Personal Portfolio with Django | LinkedIn
- Learning Django | LinkedIn
- Leadership Mindsets | LinkedIn
- GIT & GITHUB | Coursera GOOGLE
- The Ultimate Django | codewithmosh.com

Responsibilities as Production Manager

- 1: Planning and organizing production schedules.
- 2: Assessing project and resource requirements.
- 3: Estimating, negotiating, and agreeing on budgets and timescales with clients and managers.
- 4: Ensuring that health and safety regulations are met.
- 5: Determining quality control standards.
- 6: Overseeing production processes.
- 7: Re-negotiating timescales or schedules as necessary.
- 8: Selecting, ordering, and purchasing materials.
- 9: Organizing the repair and routine maintenance of production equipment.
- 10: Liaising with buyers and marketing and sales staff.
- 11: Supervising and managing the work of junior staff.
- 12: Organizing relevant training sessions.

Feb 2019 – July 2021 (2 Years 6 Months)

Operations Manager

DIAMOND PACK PACKING & FILLING FACTORY L.L.C – UAQ

Responsibilities as Operations Manager

- 1: Design and implement plans for the effective use of material and labor resources to achieve the manufacturing target.
- 2: Supervise the operations of manufacturing personnel to ensure a manufacturing process is within budget and time schedule.
- 3: Oversee the hiring, orienting, and training of technical production employees to ensure a competent workforce.
- 4: Conduct studies and research to discover a more effective approach to production.
- 5: Oversee the regulation of work shifts to ensure proper workload distribution.
- 6: Monitor a manufacturing team to ensure operations are in compliance with health and safety standards.
- 7: Schedule the maintenance of production equipment and machines to ensure efficient operations.

Skills

- Python Developer
- PYQT5 GUI (Designer)
- Django Developer
- HTML / CSS
- React.js
- Tally ERP 9. Expert
- TDL Programmer (Tally)
- Microsoft Office
- IT Support
- Linux Operating System
- Kali Operating System
- Git & GitHub
- Website Developer
- Domain & Web Hosting
- Digital Media Marketing
- Adobe Photoshop
- Adobe Aftereffect
- Adobe Premier
- Adobe Audition
- POS Machines (Expert)
- Animation Videos Maker
- UAE WPS (PAYROLL)

Strengths

- Leadership
- Management
- Discipline
- Honesty
- Hardworking
- Team Working
- Creative Thinking
- Problem Solver
- Working Under Pressure
- Risk Management
- Working Under Pressure

8: Analyze and provide solutions to manufacturing challenges or problems.

9: Liaise with the quality assurance department to ensure product quality and specifications are consistent.

10: Conduct assessments to identify mechanical and procedural limitations that minimize work efficiency.

11: Monitor and control a production process to adjust operations in event of a problem.

12: Collaborate with marketing and sales staff to implement strategies that'll improve the marketability of manufactured products.

13: Oversee the procurement of raw materials and equipment required for manufacturing.

14: Review personnel performance to determine individuals most suited for promotion.

October 2016 – January 2019 (2 Years 4 Months)

General Accountant

Bukhari AL Khaleej Group of Restaurants L.L.C - UAE

Responsibilities as Accountant

1: Manage all accounting transactions.

2: Prepare budget forecasts.

3: Publish financial statements in time.

4: Handle monthly, quarterly and annual closings.

5: Reconcile accounts payable and receivable.

6: Ensure timely bank payments.

7: Compute Vat and prepare Vat returns.

8: Manage balance sheets and profit/loss statements.

9: Report on the company's financial health and liquidity.

10: Audit financial transactions and documents.

11: Reinforce financial data confidentiality and conduct database backups when necessary.

12: Comply with financial policies and regulations.

13: Processing employee's salaries through different WPS channels.

Courses

- **Understands the Basics of Code | Google**
- **Python Crash Course | Coursera Google**
- **Using Python to Interact with OS | Coursera Google**
- **Git & GitHub Basics | Coursera Google**
- **Django Essential Training | LinkedIn**
- **Learning Django | LinkedIn**
- **Advanced Django | LinkedIn**
- **Building Personal Portfolio with Django | LinkedIn**
- **Python Django Practical Guide | Udemy**
- **Leadership Mindsets | LinkedIn**
- **The Ultimate Django Course Series 1 | codewithmosh.com**
- **The Ultimate Django Course Series 2 | codewithmosh.com**
- **Get A Business Online | Google**
- **Build Confidence with Self Promotion | Google**
- **Fundamentals of Digital Marketing | Google**
- **Land Your Next Job | Google**