Mohammad
Khalid
Momand

Accounting | Administration | Operations | Management

A results-oriented professional with 7 years of experience in accounting, business administration, production, and business operations. Seeking a role as an accountant, administrator, business operations specialist, or personal assistant. Proficient in cost management, financial and business principles, and strong in analytical and organizational skills. Looking to contribute my skills and expertise to a growing organization.

📞 +971-52-754-6685

📍 Ajman, UAE.

✉️ mohammadkhalidmomand@gmail.com

in linkedin.com/in/khalidmomand

🔗 https://mkm-resume.onrender.com

PROFESSIONAL EXPERIENCE

December 2021– August 2022
Branch Manager
Rukon Al Baraka Bukhari & Mandi Restaurant – Dubai

As a restaurant manager I was responsible for overseeing daily operations, delivering excellent customer service, managing staff, ensuring compliance with regulations, controlling costs, and promoting the restaurant's brand. They work to maximize customer satisfaction and ensure the smooth running of the restaurant.

Nov 2021 – Dec 2021
Python Developer
Blue Bridge – Dubai

As a senior python developer writing and maintaining reusable codes, improving performance of applications, developing & integrating APIs, and integrating various elements into problem solving applications were my responsibilities.

Aug 2020 – Oct 2021
Procurement Officer Cum Production Manager
Diamond Pack Packing & Filling Factory – UAQ

As a procurement officer managing the purchasing department, evaluating, and negotiating with suppliers, maintaining records, and following company policies. Along with our professional team we were preparing budgets, reports, and plans for purchasing equipment, services, and supplies.

As a production manager, I was responsible for planning and organizing production schedules, assessing project and resource requirements, ensuring compliance with health and safety regulations, overseeing production processes, purchasing materials, organizing equipment maintenance, and supervising junior staff.

Feb 2019 – July 2020
Operations Manager
Diamond Pack Packing & Filling Factory - UAQ

As an operation manager, working with the company I was responsible for designing and implementing plans to efficiently use resources, supervising the operations of manufacturing personnel, hiring and training technical production employees, and ensuring compliance with health and safety standards. I also provided solutions to manufacturing challenges, liaised with the quality assurance department, identified limitations that impact work efficiency, adjusted operations in the event of a problem, and procured raw materials and equipment.

Oct 2016 – Jan 2019
General Accountant
Bukhari Al Khaleej Group of Restaurants - UAE

As a General Accountant, was responsible for managing all accounting transactions, preparing budget forecasts, publishing financial statements, handling monthly, quarterly, and annual closings, reconciling accounts payable and receivable, ensuring timely bank payments, computing VAT and preparing VAT returns, managing balance sheets and profit/loss statements, reporting on the company's financial health and liquidity, auditing financial transactions and documents, maintaining financial data confidentiality and conducting database backups as needed, complying with financial policies and regulations, and processing employee salaries through various 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
- Fundamentals of Digital Marketing | Google

📊 Languages

- English
- Arabic
- Urdu
- Hindi
- Persian
- Pashto
- Farsi

Education

High School Diploma
Pohand. Abdul Hai Habibi High School (AFG)
Graduated with A Grade (96.5) out of (100)

IT Support
Ministry of IT (AFG)
Graduated with A Grade (100) out of (100)

English Language IRC Program KKELC – AFG
Graduated with A Grade.

📜 Certificates

- IT Support | Afghanistan Ministry of IT.
- Python Crash Course | Coursera GOOGLE
- Using Python to Interact with the 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

⛏️ Skills (Soft)

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

👨‍💻 Skills (IT & Computer)

- Python Developer
- PYQT5 GUI (Designer)
- Django Developer
- HTML / CSS
- React.js
- Tally ERP 9 (Advanced)
- 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)