



**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](mailto:mohammadkhalidmomand@gmail.com)**



**[linkedin.com/in/khalidmomand](https://www.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 | Udemey
- 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.



## Skills (Soft)

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



## Certificates

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



## 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)

---

# Cover Letter

**Phone Number**

+(971)-52-754-6685

**Address**

101 Car Wash BLD, Al Rowda 3,  
Ajman, UAE.

**Email**

[Email](#)

**LinkedIn**

[LinkedIn](#)

**Website**

[Portfolio Website](#)

Dear **Hiring Manager**,

I am writing to express my interest in the opportunity to join your team. With 7 years of working experience in management, administration, operations, and accounting. I am confident in my ability to make a valuable contribution to your organization.

In my previous roles, I have gained a strong foundation in management, leadership, administration, accounting, operations and have consistently demonstrated my ability to improve the company growth, revenue, and success. I'm excited about the opportunity to bring my skills and experience to a new challenge and make a positive impact at your company.

Thank you for considering my application. I look forward to discussing my qualifications further and how I can contribute to the success of your team.

Sincerely,

**MOH KHALID** MOMAND





No: 1317 / نمبر اساس:  
 Reg No: 518 / شماره ثبت:  
 Page: 1 of 104 / صفحه:  
 Date: 20/04/2013 / تاریخ:

Islamic Republic of Afghanistan  
 Ministry of Education  
 General Education Directorate  
 Directorate of Results and Certificate  
 12 Grade Graduation Certificate

جمهوری اسلامی افغانستان  
 وزارت معارف  
 ریاست عمومی تعلیمات عمومی  
 ریاست نتایج و شهادتنامه ها  
 شهادت نامه دوره ثانوی

د افغانستان اسلامي جمهوریت  
 د پوهنې وزارت  
 د عمومي زده کړو لوی ریاست  
 د نتایج او شهادتنامو ریاست  
 د ثانوي تعلیماتو بری لیک

Mr./Ms. Mohammad Khalid

Son/Daughter of Taza Gul

Was born in the year 1993 in Logar

province"has graduated from grade 12<sup>th</sup>

of Abdul Hai Habibi (Khost) High school

in 2012

This Certificate has been granted to him/her  
 and entitles him/her to All of the rights and  
 privileges pertaining hereto.

Minister of Education / د پوهنې وزیر

محمد خالد / محترم / محترمه

فرزند تازه گل که در

سال 1372 در ولایت لوگر تولدشده

تعلیمات ثانوی خود را در سال 1391 در لیسه

عبدالحی حبیبی به درجه اعلی

تکمیل نموده مستحق این شهادتنامه شناخته شده تا از حقوق

آن استفاده نماید.

رئیس نتایج و شهادت نامه ها: Director of Results & Certificate

محمد خالد / ښاغلي / آغلي

د تازه گل زوی / لورچي

په 1372 کال کي په لوگر ولایت کي

زېږېدلی، او خپل ثانوي تعلیمات يي په 1391 کال کي

د عبدالحی حبیبی په لیسه کي په اعلی درجه

بشپړ کړي دي دابري لیک ورکړل شوچي له حقوقو څخه يي ګټه واخلي

High School principal / د لیسې مدیر





Islamic Republic of Afghanistan  
Ministry of Education  
Secondary Education Department  
Abdul Hai Habibi (Khost) High School  
Date and Place of Birth      / 1993 Logar  
**Secondary School Transcript**

No.	Subjects / Classes	Class 10 <sup>th</sup>	Class 11 <sup>th</sup>	Class 12 <sup>th</sup>	Total	Remarks
1	Interpretation of Holy Quran	100	100		200	
2	Theology					
3	Tradition			100	100	
4	Islamic insight					
5	Fegah					
6	Pasho	100	100	100	300	
7	Dari	97	97	96	290	
8	Arabic					
9	English	89	98	99	286	
10	Logic/Psycholog			100	100	
11	Mathematics/Algebra	84	80	97	261	
12	Geometry	100	99	98	297	
13	Trigonometry		98	97	195	
14	Physics	88	89	85	262	
15	Chemistry	98	95	87	280	
16	Biology	100	99	98	297	
17	Geology	87			87	
18	History	98	100	100	298	
19	Geography	100	97	82	279	
20	Computer					
21	Home Economics					
22	Agriculture	90	100		190	
23	Physical Education	100	100	100	300	
24	Ethics	100	100	100	300	
Total		1431	1452	1439	4322	
Percentage for 3 years			96.04			

1  
School Principal

14-3

Provincial Education Director



United Arab Emirates

دولة الإمارات العربية المتحدة



Driving License

رخصة قيادة



سلطة الترخيص

MITR304830

Licensing Authority

License No.

75446

رقم الرخصة

الاسم محمد خالد مهنند

Name MOH KHALID MOHMAND

Nationality

AFGHANISTA

الجنسية أفغانستان

Date of Birth

24-04-1993

تاريخ الميلاد

Issue Date

30-04-2021

تاريخ الاصدار

Expiry Date

29-04-2023

تاريخ الانتهاء

Place of Issue

Umm Al Qaiwain

جهة الاصدار أم القيوين

Traffic Code No.

3200020710

الرمز الموزوني

Permitted Vehicles

أنواع المركبات المصرح بقيادةها

غير أوتوماتيكية Automatic Gear			مركبة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person.

يجب حمل الرخصة أثناء القيادة  
وابرازها عند الطلب للجهات المختصة.

- Give way to ambulance, civil defence, VIP escort and police vehicles.

يجب السماح للطريق لسيارات الإسعاف، الدفاع المدني،  
المواكب الرسمية والشرطة.



UAE



18 06 0132280 EPM



**LinkedIn** LEARNING

## Certificate of Completion

Congratulations, MOHAMMAD KHALID MOMAND

### Advanced Django

Course completed on Sep 28, 2022 at 04:48AM UTC • 1 hour 52 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, appearing to read 'Dan Bodnar'.

Head of Content Strategy, Learning

LinkedIn Learning  
1000 W Maude Ave  
Sunnyvale, CA 94085

Certificate Id: AZ1bR79MNHGNYTJPFh9HA8tc8NOd



**LinkedIn** LEARNING

## Certificate of Completion

Congratulations, MOHAMMAD KHALID MOMAND

### Building a Personal Portfolio with Django

Course completed on Sep 21, 2022 at 02:31PM UTC • 1 hour 54 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, reading "Dan Bodnity".

Head of Content Strategy, Learning

LinkedIn Learning  
1000 W Maude Ave  
Sunnyvale, CA 94085

Certificate Id: AXrgZKq1b3qE8xhc9MP5IVtxf4-





**LinkedIn** LEARNING

## Certificate of Completion

Congratulations, MOHAMMAD KHALID MOMAND

### Django Essential Training

Course completed on Sep 20, 2022 at 07:40PM UTC • 2 hours 6 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, reading "Dan Bodnar".

Head of Content Strategy, Learning

LinkedIn Learning  
1000 W Maude Ave  
Sunnyvale, CA 94085

Certificate Id: AXh1zXWgNBQLbUzDVUp187fPdhna



Code with Mosh

## CERTIFICATE OF GRADUATION

Awarded To

**MOHAMMAD KHALID MOMAND**

Graduating From

**The Ultimate Django Series: Part 1**

Date: 2021-11-14

Serial No.

cert\_bxv3m2t9



Oct 13, 2021

**Moh Khalid Mohmand**

has successfully completed

**Introduction to Git and GitHub**

an online non-credit course authorized by Google and offered through Coursera

**Google**

Google

**COURSE  
CERTIFICATE**



Verify at [coursera.org/verify/S5Q8K4LBQNAN](https://coursera.org/verify/S5Q8K4LBQNAN)

Coursera has confirmed the identity of this individual and their participation in the course.



Aug 16, 2021

**Moh Khalid Mohmand**

has successfully completed

**Crash Course on Python**

an online non-credit course authorized by Google and offered through Coursera

**Google**

Google

**COURSE  
CERTIFICATE**



Verify at [coursera.org/verify/EUBYLCHM2TK9](https://coursera.org/verify/EUBYLCHM2TK9)

Coursera has confirmed the identity of this individual and their participation in the course.





Sep 14, 2021

# Moh Khalid Mohmand

has successfully completed

## Using Python to Interact with the Operating System

an online non-credit course authorized by Google and offered through Coursera

**Google**

Google

COURSE  
CERTIFICATE



Verify at [coursera.org/verify/DEVCHU4W8QG7](https://coursera.org/verify/DEVCHU4W8QG7)

Coursera has confirmed the identity of this individual and their participation in the course.

United Arab Emirates – Sharjah Government  
**SHARJAH CITY MUNICIPALITY**



الإمارات العربية المتحدة – حكومة الشارقة  
**بلدية مدينة الشارقة**

## Sharjah Food Safety Program برنامج الشارقة لسلامة الأغذية

This is to certify that

**Moh Khalid Mohmand**

has passed the Sharjah Food Safety Program GHP Manager Course

SH. Shatha Ali Abdullah Al Mualla  
Chair of the SFSP

Certificate Number:  
SFSP-GHP-2017-E001858

Valid From:  
31-Oct-2017

Valid To:  
30-Oct-2020

## Certificate Of Completion

*This is to certify that*

**MOH KHALID MOHMAND**

*has successfully completed*

**HACCP AWARENESS TRAINING**

Date of Training : 15-Mar-20

Certificate No: GMP/HAT/4916

Date of Issue : 17-Mar-20



Course Director

Approved by:

بلدية دبي  
DUBAI MUNICIPALITY



Highfield  
Leading the way in compliance  
Middle East and Asia

تراخيص  
Trakhees



P.O. Box: 376617 | Dubai-U.A.E. | Tel: +971 4 23 64 037  
website: www.gmpuae.com | e mail: info@gmpuae.com