



INAM ULLAH KHAN

ACCOUNTS / HR OFFICER

CAREER OBJECTIVES

To use my skills and potential to assist an organization that seeks long term career with optimum growth in achieving its goals. This objective would be supported by my qualification of Masters of Business Administration, in addition to the Internship and work experiences and my passion for HR and Administration. I am particularly passionate about victorious role and organizational growth through engaging my mind, heart and soul.

EXPERIENCE

ACCOUNTS / ADMIN OFFICER

PAG LTD | Jebel Ali - Dubai, May 2014-Mar 2019

1. Order Analysis and Purchase Order Approval.
2. Accounts Receivables / Payable Management.
3. Salary Disbursement through SIF.
4. Sales Invoicing to Parties.
5. Financial Statement Preparation.
6. Inventory Management, Stock Analysis and Sales Analysis.
7. Handling all Imports and Exports.
8. Customs clearance of All imports, exports, transit in, and transit out through Mirsal2.
9. Experienced in Using Right ERP system for Accounts, Inventory and Human Resource Management system.
10. JAFZA Trade License renewal, Lease renewal, Applying for New Visa's, Renewal and Cancellation of Visa's.
11. Front Office Duties such as Manual Filing, Receiving Phone calls, and Handling emails.

HR/ ADMIN OFFICER

National Research and Development Foundation | Peshawar - Pakistan, Nov 2009- Nov 2012

1. Recruitment and Selection of new staff.
2. Initial training and Orientation.
3. Performance appraisal and Monitoring quarterly.
4. Rewards Management and Salary Disbursement.
5. Experienced in using Peach tree and QuickBooks.

EDUCATION

MBA/ HRM

City University of Sciences & Information Technology | Peshawar - Pakistan, 2007-2009

Master Of Business Administration with Specialization in Human Resource Management.

COMPUTER SCIENCE

Muslim Educational Complex | Peshawar - Pakistan, 2004-2006

Bachelors Degree with Specialization in Computer Sciences.

ACHIEVEMENTS

Gold Medalist

- 🏆 Top position Holder throughout all Semesters in MBA

LANGUAGES

Skill group

English
Urdu
Pashto
Arabic



COMPETENCES

- ✓ Good Communication
- ✓ Multi Tasking
- ✓ Decision Making Skills
- ✓ Energetic Work Attitude
- ✓ Time Management
- ✓ Problem Solving
- ✓ Technological Skills
- ✓ Leader ship Skills

CONTACT

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✉ inam.99pk@gmail.com

PERSONAL INFORMATION

Name
Inam Ullah Khan

Father Name
Ihsan Ullah Khan

Gender
Male

Date of Birth
20-Dec-1985

Nationality
Pakistani

Passport Number
GB4128302

CNIC Number
16202-0800830-7

Religion
Islam

Visa Status
Single Long Term Visit Visa

Visa Validity
08-May-2020

PARTICIPATION

2009	HR AUDIT <i>Pearl Continental Hotel, Peshawar</i> Performed HR audit of Pearl Continental Hotel Peshawar as part of my Specialization Project.
2007	SEMINAR <i>City University of Science & Information Technology</i> Participated in one day Seminar on "Methods in Business Research".

TECHNOLOGICAL EXPERTISE

- ✓ Full command on MS Office Applications
- ✓ Ability to interact with any version of Microsoft Windows
- ✓ Ability to interact with any software easily
- ✓ Good command on working with Management information systems and accounting software (Right ERP, MIS, Peach Tree, QuickBook).