



MOHAMMED AFZAL KHAN

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Mobile No: 0557865015
Dubai, UAE.

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- A competent professional experience in Finance Department.
 - *Since July 2007 to July 2017 worked with Yusuf Bin Ahmed Kanoo Company Limited, Dammam, Kingdom of Saudi Arabia as Accountant.*
 - Adept in providing high value-added services to corporate and individual customers by providing them effective solutions, thereby enhancing their satisfaction levels.
 - Proficient in handling client queries and its solutions, providing required information to the client.
 - Skilled communicator with ability to motivate people with strong leadership, people management, interpersonal and negotiation skills

EDUCATION

- **B.Com** from Osmania University Hyderabad in 1995

ADDITIONAL QUALIFICATION

- Lower & Higher Typewriting in English in the year January 1993 & December 1994 & January 1995
- Arabic Typewriting in the year January 1993
- Air Ticketing in the year June 1993
- Diploma in Financial Accounting in the year May to June 1994
- Diploma in Computer Programming in the year November 1995 to April 1996
- Advanced Certified Course in Gulf Accounting Packages and Projects in the year December 2003

TRAININGS

- Fares & Documentation Procedure for Passenger Sales Agents from M/s. Indian Airlines Ltd., Hyderabad in the year February 1997 to March 1997
- Sitar Training (Computerised Reservation System) from M/s. Air India in the year June 1997
- Galileo Central System Course (Computerised Reservation System) from Galileo India in the year January 1998

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- Workshop on Selling & Reporting in BSP (Billing & Settlement Plan) Environment conducted by IATA (International Air Transport Associatio) in the year 2001 at Hyderabad (BSP ACCOUNTING PROCEDURES) in the year May 2001
- The Power of bsp link “ BSP LINK – ONLINE SYSTEM ” developed by IATA in the year March 2003.
- Training on XL TRAVEL - VERSION 5.0 Software for Travel Accounting in the year 2002.

OCCUPATIONAL CONTOUR

- Worked as “ ACCOUNTANT ” for M/S. YUSUF BIN AHMED KANOO COMPANY LIMITED, since 24/07/2007 to 31/12/2009 in “ Travel Accounts” DAMMAM, KINGDOM OF SAUDI ARABIA.

January 2010 to July 2017 worked as " Accountant " in M/s. YUSUF BIN AHMED KANOO COMPANY LIMITED, In **Banking Department & Payroll Department**, Dammam, KINGDOM OF SAUDI ARABIA.

- **Travel Accounts** - Handling the entire payment section of the Kanoo Holiday's throughout the world & dealing with different currencies.
- To register, verify and process invoices and chargebacks including purchase order matching.
- Processing of payments and inform the client regarding the value date and remittance details.
- To arrange special processing provisions for high Dollars, transactions, duplicate payments and returned cheques.
- Reconciliation of wire transfer activities, cheques and accounts as required.
- To maintain a Vendor/ Supplier, Master maintenance system, which has to be updated on a timely basis.
- To perform supplier accounts reconciliation on a monthly basis.
- Following up queries with various debtors and creditors and assisting them for a solution.
- Preparing weekly cash forecast, month end accounts and financial report, thereby assisting the financial administration of the company in decision-making by providing the necessary reports on timely basis.
- Preparation of reports for year-end accounts for audit purposes
- Handling the Airline sales reports and payments (Airline GSA'S)
- **Banking Department** - Taking care of Receipts / Payments / Cash and Cheque Deposits / bank Accounts Reconciliations for different currencies / JV'S / Issuance of cheques for different currencies, bank guarantees / Transfer of funds online to the suppliers of the company / Confirmation of all transaction in WALLET SYSTEM.
- **Payroll Department** –MENA PAY (ERP SYSTEM) Approvals of Overtime, Salary Advances, Other Deductions, Company Loan & Bank Loans, Salaries, Resignations & Terminations of staff & Staff vacations.

Noteworthy Contributions

- Efficiently settled the outstanding payment pending as on the takeover date of SAR 2 million.
- Played a major role in introducing a new methodology that enabled the rapid processing of the formalities with the permission of the top management.

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- Worked as an “ **ACCOUNTS OFFICER** ” for **M/S. AIR SAHARA AIRLINES** in **Finance Department** at Hyderabad, Andhra Pradesh, INDIA, since 16/02/2005 to 23/07/2007.
- Worked as an “ **ACCOUNTANT** ” for **M/S. GOLDEN TRAVELS**, Hyderabad, Andhra Pradesh, INDIA, since 01/07/2004 to 15/02/2005.
- Worked as an “ **ACCOUNTANT** ” for **M/S. LINK INTERNATIONAL TRAVEL AGENTS PVT LTD.**, Hyderabad, Andhra Pradesh, INDIA, since 01/01/2004 to 30/06/2004.
- Worked as an “ **ACCOUNTANT** ” for **M/s. Golden Travels**, Hydeabad, Andhra Pradesh, INDIA, since 01/04/1996 to 31/12/2003

PERSONAL RECORD

Address : Mohammed Afzal Khan
H.No:17-3-3/1/106/A,
Azmath Nagar, Yakutpura
Hyderabad, Telangana, INDIA.

Date of Birth : 22nd November, 1973

Marital status : Married

Nationality : Indian

Passport Details : K 7913265

Place of Issue : Riyadh

Date of Issue : 22/08/2012

Date of Expiry : 21/08/2022

DECLARATION

I declare that all above facts are true to the best of my knowledge and I abide to work standard and company rules to prove my self as an ideal official.

NOTE: Degree Certificate is attested by Ministry of Human Resources Department and Ministry of External Affairs & attested by United Arab Emirates and Kingdom of Saudi Arabia.

Date : / /

Place : Hyderabad

MOHAMMED AFZAL KHAN