

Kamran Khan

Accounts & Administration Professional

Work permits: United Arab Emirates · Saudi Arabia · Canada · United Kingdom



Email kamrankhan8884@gmail.com

Phone +92 333 5036325

WhatsApp +92 344 930 6303

LinkedIn Kamran Khan

Location Dera Ismail Khan, Pakistan

Profile

Accounts and administration professional with **20 years of experience** across university administration, construction, and private industry. Currently responsible for monthly accounts, pension salaries, and budget reporting on **ODOO ERP** at Gomal University; previously designed custom accounting software with real-time bank balance tracking. Trusted with procurement documentation, committee minutes, and day-to-day coordination between suppliers, departments, and government offices.

Experience

Accounts & Administration – Laboratory Assistant · Gomal University

Nov 2011 – Present

Dera Ismail Khan, Pakistan

- Compile monthly account reports, pension salaries, and budget documents in ODOO ERP.
- Draft Purchase Committee minutes, tender documents, and supply / work orders.
- Support annual budgeting and profit & loss analysis.
- Manage external coordination with suppliers, departments, and government offices.

Computer Accountant / Administrative Assistant · Kundi Development Corporation (Pvt) Ltd

Jul 2006 – Nov 2011

Dera Ismail Khan, Pakistan

- Designed custom accounting software with real-time bank balance updates.
- Maintained ledgers, advances, site records, and monthly payroll.
- Drafted financial and status reports; liaised with government offices.

Web Marketing Specialist · Advanced & Latest Informatics (ALI)

Jan 2005 – Jan 2008

Abbottabad, Pakistan

- Managed staff payroll, loan tracking, and financial statement generation.
- Supervised inventory, market analysis, and strategic planning.
- Awarded “**Best Employee of the Year**” for exceptional performance.

Skills

Systems & software

ODOO ERP

MS Excel (advanced)

MS Word

InPage

Adobe Photoshop

AutoCAD

Finance

Budgeting

Payroll & pensions

Ledger management

P&L analysis

Financial reporting

Administration

Tenders & procurement

Committee minutes

Government liaison

Supplier coordination

Education

Bachelor's Degree

2014 – 2015

Gomal University, Dera Ismail Khan · EQF level 6

Intermediate (HSSC)

2003 – 2004

Board of Intermediate & Secondary Education, Bannu

Secondary School Certificate

2001 – 2002

Board of Intermediate & Secondary Education, Bannu

Interests – Fitness & yoga · Time with family