

Muhammad Faisal Khan

Address: Khalid Bin Waleed near UAE Consulate Al-Sharfiya Jeddah, KSA

Mobile: +966552350104, Iqama: 2315538955, DOB: 28/11/1982

E-mail: fk598875@gmail.com



CAREER OBJECTIVE:

I am proactive, organized and responsible person, with good interpersonal relationships. I stand out for good teamwork, quick decision-making and good pressure management. I am looking for challenging position to keep learning. Good Inter Personal and Communication Skills, Hard Working, Ability to pick-up with the challenges offered in respective tasks.

CAREER ACCOMPLISHMENTS

General Trading Company Jeddah (GTC) (October 2025 – Till now)

Key duties and Responsibilities (Warehouse Logistics)

- Performs general warehouse duties such as picking, packing, shipping and inventory to ensure accurate order.
- Loads and unloads and properly stores materials, tracks inventory levels.
- Manages incoming and outgoing shipments including document tracks. Sorts and prepare packages for shipment
- Select products from locations to fulfill customer orders.
- Support logistics planning , transportation and inventory.

Between 3PL Logistics Company Jeddah (April – September 2025)

Key duties and Responsibilities (Logistics office)

- Preparation of shipping documents (invoices, delivery and customs papers) with legal and safety. Fulfillment service for picking , packing , storage and shipping.
- Temperature controlled transportation. Fast inbound and outbound distribution (warehouse, supermarket, commercial centers)
- Oversees the daily supply chain operations. Monitoring the inventory levels, coordinating inbound and outbound shipments, supervising warehouse and transport staff. Resolve delivery delays and handle damaged goods.

Al-Mawarid International Company Jeddah

“Administration Office as Accountant”

(August 2021 – March 2025)

- Analyze prepayments, assets and liabilities accounts and record necessary adjustments if needed each month. Maintain proper accounting vouchers and electronic databases. Issue necessary cash and check settlements of school liabilities.
- Maintaining financial records, statements and handling payroll and tax returns. Reconciling bank statements and financial accounts.

Al-Barakah International Company Jeddah (Accountant)

“Accountant / Admin office”

(November 2011 – May 2021)

- Prepare financial statements, reviewing invoices. Managing income and expenditure accounts. Reconciling bank statement's. Calculating allowances, deductions and bounces. Distributing payment statements and receipts. Preparing balance sheet and audit statements.

United Bank Limited “Account Officer”

(May 2007 – October 2011)

- Handling Transaction, customer service, maintaining record, cash management, compliance and security.
- Receive cash and Cheque for deposit and check accuracy of deposit slips
- Process cash withdrawals, Remittances online Cashier's check, Pay Order and Demand Draft Issuance.

COMPUTER LITERACY:

Well-versed with Microsoft Windows, Microsoft Office, Internet & E-mail Handling, Adobe Acrobat and other latest computer applications & reports on MS-Word

EDUCATIONAL QUALIFICATION:

B.Sc. (Bachelor in Science) – 2005

Mathematics, Statistics
University of Peshawar, Pakistan

PERSONAL INFORMATION:

Father's Name:	Abdul Salam Khan
Date of Birth:	November 28, 1982
Iqama No:	2315538955 (valid & transferable)
Passport Number:	CN4127621
Nationality:	Pakistani
Language	English & Arabic