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|  | 🞂AYAZ ULLAH KHATTAK  Ayaz ullah S\O Sher Afzal Khan  C/O Inayat ullah FG  High school Tariq Road  Peshawar Cantt, Peshawar  Phone: 0333-5376730/0312-5681684  E-mail: ayazktk26@gmail.com |

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|  | Objectives  To obtain a challenging position as an Account Executive which will enable me to plan, coordinate, direct and manage the routine assigned work, generating more leads using financial and accounting analysis.  Education   * MBA (ACCOUNTING & FINANCE) (2004-2007)   IMS UNIVERSITY OF PESHAWAR   * B.COM (ACCOUNTING) (2002-2004)   KUST KOHAT   * D.COM (SHORT HAND) (2000-2002)   BTE PESHAWAR   * SSC (SCIENCE) (1998-2000)   BISE PESHAWAR  Experience  ACCOUNT OFFICER (19/08/2019) –(CONTINUE)  ASTELLAS PHARMAEUTICAL PVT LTD (15-C INDUSTRIAL ESTATE HAYAT ABAD PESHAWAR)  Preparing Financial Statements, Cash flows for decision making, Finalization of trial balance after all adjustments, Conducted regular internal audits, physical verification of assets , Maintaining equipment’s inventory and day book, Maintaining cash book on daily basis, Provide detailed business plans to facilitate the attainment of goals and quotas, Manage the entire sales cycle, from establishing a customer contact till signing a deal, Find new sales opportunities and turn them into long term partnerships, Demo/ present products to prospective clients, Provide professional after-sales support to enhance the customers’ dedication, Remain in frequent contact with the clients in your responsibility to understand their needs, Respond to complaints and resolve issues aiming to customer contentment and the preservation of the company’s reputation, Negotiate agreements and keep records of sales and data.  Skills  MS Office, Peachtree & Tally Accounting Software   * Problem Solving, Adaptability, Collaboration, Strong Work Ethic, Time Management, Critical Thinking & Handling Pressure |

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