**Curriculum Vitae**

**ABDUL KHALIQ**

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**Canal Town Nasir bagh road, Peshawar**.

**Objectives:**

• To be a part of a secure and well-established company where I can develop my knowledge and skills.

• To obtain a challenging post at your reputable organization that will utilize both my educational background and professional experience to contribute to the organization's noble and humanitarian goals and Simultaneously provide excellent opportunities for career development and personal growth.

**Personal Data:**

Father Name: HazratGul

Domicile: Peshawar

Nationality: Pakistani

Religion: Islam

Marital status: Married

**Education:**

|  |  |  |
| --- | --- | --- |
| Certificate/Degree | Year | Board/University |
| M.Com (FINANCE) | 2015 | The University of Peshawar. |
| B.Com | 2012 | Qurtuba University of Science & Information Technology Peshawar |
| F.SC (PRE ENGINEERING) | 2007 | Board of Intermediate and Secondary Education Peshawar. |
| S.S.C (SCEINCE) | 2009 | Board of Intermediate and Secondary Education Peshawar. |

**Experience:**

• Two Years’ Experience as Account Assistant in Al SalihiyaTransport l.l.c UAE from 27-6-2016 to 26-06-2018

• 9 Months Experience as Internship (Paid) in WATER AND SANITATION SERVICES PESHAWAR(WSSP)

From 30-01-2021 to 30-10-2020.

• 11 Months Worked as Finance Assistant in WATER AND SANITATION SERVICES PESHAWAR (WSSP)

(Casual Basis) from 17-11-2020 to 16-10-2021.

• 2.5 Months worked as Accountant in Qurtuba School Faisal Town Islamabad.

**Responsibilities:**

• Keep a record of petty cash account, bank book. cash book and preparation and submission of imprest data to Head office.

• Ensuring payments, amounts and records are correct.

• Receipt handling and payments.

• Check and maintain record of files within the departments.

• keep filling record of invoices, documents etc.

• Providing support to the Accounting Department.

• Preparing invoices to the venders.

• Writing and handling Cheques.

• Processing invoices and expenses forms.

• Maintaining payroll records.

• Processing sale orders.

• Languages**:**

Speak, read and write English, Urdu.

• **Computer Skills:**

• MS Office, Lagend.

• Typing Speed 30 words min-1 .

**Reference:**

•Available upon request.