



# ALAMGIR KHAN

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## OBJECTIVE

I want to join a challenging and well reputed organization where I can enhance and utilize my skills.

## EDUCATIONAL QUALIFICATION<sub>(16 yrs education)</sub>

S.No	Degree Name	Year of Completion	CGPA or %	Subjects	Board/Institute
1	Mcom	2014	68%	Commerce	Peshawar University
2	Bcom	2012	56%	Commerce	Peshawar University
3	FSC	2010	60%	Pre-engi	BISE
4	SSC	2008	72%	Science	BISE

## EXPERIENCE

### Elegant Associates (July-24 to till date)

#### Major responsibilities

- Maintenance of accounting record (ledger, journal entries etc).
- Preparation of cheques for suppliers.
- Overseas the receipt of payments from debtors.
- Managing Cash at Banks.
- Reconciliation of Parties ledger.
- Reconciliation of Banks.
- Book keeping.

### Ocean food Pvt Ltd (Sep-2014- to June-24)

#### Major responsibilities

- Maintenance of accounting record (ledger, journal entries etc).
- Preparation of cheques for suppliers.
- Overseas the receipt of payments from debtors.
- Managing cash.
- Reconciliation of Parties ledger.
- Reconciliation of Banks.

- Book keeping.
- Preparing Monthly Payroll.
- Preparing sale invoices.
- Verifying sale invoices with Good delivery note and sale order.
- Verifying goods receiving notes.
- Verifying purchase bills and inward gate passes.

#### **Khyber Match Factory Pvt Ltd (2 months internship)**

##### **Major responsibilities**

- Reconciliation of Parties ledger.
- Reconciliation of Banks.
- Stock taking.

#### **COMPUTER SKILLS**

- Softcon
- MS-Word
- MS-Excel
- Power point

#### **PERSONAL SKILLS & QUALITIES**

- Computer and technical literacy.
- Interpersonal abilities.
- Effective communication.
- Problem-solving/creativity.
- Adaptability and flexibility.
- Positive attitude and energetic.

#### **INTERESTS AND HOBBIES**

- Playing and Watching Cricket.
- Reading daily newspaper.
- Internet Surfing.
- Watching different informative channels such as Discovery and Nat Geo etc.

#### **PERSONAL PROFILE**

Father Name	:	Jehangir Khan
Date of Birth	:	31 August 1992
Languages	:	English, Urdu, Pashto.

***References are available on requests***