

Aqib Javid Khan

District Dir Upper Tehsil Wari Village Chaper, KPK, Pakistan, 1800

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khanaqibjavid61@gmail.com

I'm a motivated and enthusiastic young man with a strong interest in Accounting & Finance, . I believe in merit and smart working. Besides, I also take a keen interest in the demonstration on the stage. I'm fresh graduate. I have just completed my Bachelor degree in Accounting and Finance from University of Malakand. I have command over Accounting, Finance, Management and Communication skills and can communicate effectively with a wide range of people. Currently, I'm looking for a position to utilize my knowledge, skills and experience

Professional Experience

Pak-Qatar Family Takaful Ltd

Internship

Responsibilities:

During my internship, I engaged in the following activities as part of my responsibilities within this organization.

- Filling of deposit slips
- Filling of participant membership proposal form
- Creating illustration form through computer Takaful model
- Validation Guidelines for Managers in Pak-Qatar Family Takaful.

Education

Quaid-e-Azam University at Islamabad

Master of Business Administration in Finance (MBA) Continue

University of Malakand

BS (4-Year) in Commerce September 2019 - October 2023

Specialized in Accounting and Finance, my expertise in accounting and finance, coupled with my hands-on experience in financial software, data analysis, and risk management, makes me a valuable asset in any financial team or project. I am committed to delivering exceptional results and leveraging my skills to drive financial success for businesses and individuals alike.

Govt. Collage of Management Science at Wari

Diploma in Commerce (D.com) in Accounting July 2017 - August 2019

Board of Technical Education at Peshawar

Diploma in Information Technology (DIT) | August 2022

Board of Intermediate & Secondary Education at Malakand

Matric in Science | March 2017

Software

- QuickBook
- MS Excell
- Tally ERP 9
- Peachtree
- Sage
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Accounting Skills

- Financial Statement Preparation
- Accounting Records Maintenance
- Budgeting and Forecasting
- Financial Reporting
- Cash Management
- Account Receivable Maintenance
- Account Payable Maintenance

Certifications

Diploma of English
From Excel Acedmay Peshawer

Certificate of English Language
From Access Acedmay Peshawer

Quaikbook Certificate
From Digital Skills Online

Abilities

- Good Communication
- Good Speaking
- Good Listening
- Good Writing
- Creative Thinking
- Time Management

Languages

- English
- Urdu
- Pashto

Reference

Prof: Ishaq Ahmad
Professor at Government Collage of Management Science Thana
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Prof: Ahmad Yar Khan
Program Coordinator, University of Malakad Thana Collage
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