




ABBAS KHAN

CONTACT

-  **+03119961837**
-  **Khalilabbas047@gmail.com**
-  **University Road Peshawar**

SKILLS

- Marketing Management
- Account Management
- Public Relation
- MS office & Quick book
- Data Entry
- Social Media

LANGUAGES

- English
- Urdu (Fluent)
- Pushto

EDUCATION

- **UNIVERSITY OF PESHAWAR**
Master of M.Sc - Economics
in Result Awaiting
- **UNIVERSITY OF PESHAWAR**
Bachelor of Sociology and Social
Work
- **CAPITAL DEGREE COLLEGE**
F.Sc Per Medical

PERSONAL PROFILE

Organized and professional Financial, Marketing and Administrative Assistant with 3 years experience in executive support roles. Ability to create new systems that increase revenue and decrease business losses by identifying opportunities and employing best practices to take full advantage of them. Instrumental in working with superiors and departments in order to manage financial and accounting procedures.

WORK EXPERIENCE

- ASSISTANT FINANCE & ADMINISTRATION | 2022 NOV
TILL DATE
Rafaqat Babar & Co. Chartered Accountants
 - Responsible for Preparing Books of Accounts.
 - Maintaining Petty Cash Books, Bank Book & Bank Reconciliations.
 - Preparing Voucher and Other Supportive Documents.
 - Client Relations Recovery & Banking Dealing Documentation and Control.
- ASSISTANT MARKETING MANAGER | 2021 - 2022
Pak-Qatar Family Takaful
 - Corporate Communications.
 - Market Analysis.
 - Brand development.
 - Public and Media Relations.
 - Marketing and advertising.
 - Market Positioning.
- **CERTIFICATES |**
 - Social Work From University of Peshawar.
 - Shariah Advisory From Pak-Qatar Family Takaful.

