

# RESUME



## PERSONAL DATA

**Name :** Muhammad Idrees Khan  
**Father's name :** Bad Shah Khan  
**Date of birth :** 07-03-1988  
**Gender :** Male  
**Religion :** Islam  
**Nationality :** Pakistani  
**Marital status :** Single  
**Domicile :** Lakki Marwat, (KPK)  
**Mailing address :** Room No. 202, Jabeen Tower Khyber Super Market, Bara Road Peshawar Cantt.  
**Permanent address :** Village & P/O Khawaja Khel, District & Tehsil Lakki Marwat, Khyber Pakhtunkhwa  
**Cell :** 03018930865  
**E-mail :** idreesk63@gmail.com

## ACADEMIC RECORD

<i>Qualification</i>	<i>Board/university</i>	<i>Year</i>	<i>Division/GPA</i>
<b>B.Com</b>	University of Science & Technology Bannu	2009	2 <sup>nd</sup>
<b>D.Com</b>	Board of Technical Education Peshawar	2006	2 <sup>nd</sup>
<b>SSC</b>	Board of Intermediate & Secondary Education Bannu	2003	2 <sup>nd</sup>

## EXPERIENCE

**Position:** OFFICE ASSISTANT  
**Organization:** Peshawar Light Engineering Centre  
 (Project of TUSDEC)  
**Period:** From 27<sup>th</sup> April 2015 to till date

## Responsibilities:

- Receive and forward phone calls, receive and direct visitors
- Filing and faxing office records
- Type all official correspondence (IOM, letters, reports)
- Prepare staff attendance and dispatched the same to TUSDEC head office on Monthly base.
- Prepare telephone and electricity bills on monthly base
- Maintain all petty cash expenses of the office and inter all petty cash expenses in petty cash expenses sheet and the dispatched to head office
- Look after the activities of office Boy, peons, security staff
- Dispatched all officials letters to head office
- Prepare Monthly, Quarterly and annual expenses report of the office.
- Provide support to Project Director in carryout administrative activities
- Operate office equipments like computer, scanner, photocopier, printer etc.
- Maintenance and upkeep of the premises, office equipment, and security services
- Perform other duties and responsibilities assigned time to time

Position: **JUNIOR CLERK**

Organization: **Forestry Sector Research & Development Project,  
Pakistan Forest Institute Peshawar**

Period: **From 1<sup>st</sup> January 2010 to 31<sup>st</sup> March 2013**

## Responsibilities:

- Processes payments and documents such as invoices, employee reimbursements.
- Operates standard office equipment.
- Process all petty cash payments
- Maintain POL/Repair register of office vehicles
- Maintain stock register
- Maintain Petty and Main Cash Books of expenses
- Reconcile monthly accounts with Treasury Office KPK
- Perform related work as assigned.

## LANGUAGES (can read and speak fluently)



English



Urdu



Pashto