



Arbab Muhammad Awais Khan

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About me:

Coming with a Bachelor's degree in Finance, internship experience in Finance, strong communication and quantitative skills, seeking to gain professional experience and work for the growth of the company.

● WORK EXPERIENCE

06/09/2021 – CURRENT Peshawar, Pakistan

ASSISTANT OPERATIONS OVERLAND TCS

24/09/2021 – 24/11/2021 Peshawar, Pakistan

INTERNSHIP IN FINANCE DEPARTMENT ACCOUNTANT GENERAL OFFICE

Worked in:

- Pension Section
- Payroll Section
- GP Fund Section
- Deposit and Loan Section

● EDUCATION AND TRAINING

2018 – 2022 Pakistan

BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE Institute of Management Studies, University of Peshawar

Address Pakistan | **Final grade** 3.2 CGPA

2016 – 2018 Pakistan

F.SC IN PRE-ENGINEERING Edwardes College, Peshawar

Address Pakistan | **Final grade** 724/1100

Pakistan

MATRICULATION IN SCIENCE Peshawar Model School for Boys, Branch 4

Address Pakistan | **Final grade** 891/1100

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● ADDITIONAL INFORMATION

ORGANISATIONAL SKILLS

Organizer in KPK Business Expo 2021

- Affiliated with sponsors
- Supervised event setup
- Negotiated and made contract with vendors

Organizer in Welcome and Farewell events of IMS, University of Peshawar 2018-2021

- Managed budget parameters
- Affiliated with sponsors
- Promoted events digitally and traditionally

COMMUNICATION AND INTERPERSONAL SKILLS

Skills

- Accounting skills
- Financial reporting skills
- Management skills
- Written and verbal communication skills
- Knowledge of digital tools
- Budgeting skills
- Computer skills (Diploma in progress)