**University Road Peshawar**

**+92-0311 9961837**

Khalilabbas047@gmail.com

**abbas khan**

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| --- | --- | --- |
| Objective |  | To pursue a challenging career that utilizer my skills in my area of competence and enriches my knowledge that give me chance to be part of an esteemed organization, Which contributes toward the growth of the organization, thereby making an endeavor to explore my true talents in sync with professional growth.  |
|  Skills & Abilities |  | **Marketing Management. Account Management. Public Relation. MS Office & Quick Book. Data Entry. Social Media**  |
|  Experience |  | ASSISTANT FINANCE and ADMINISTRATION | 2022 October. TILL DATE**Rafaqat Babar & Co. Chartered Accountants*** Responsible For Preparing Books Of Accounts.
* Maintain In Petty Cash Books, Bank Book & Bank Reconciliations.
* Cash & Cheque Deposits in Bank and Any Other Out Of Office Work.
* Administration Work Student Personal File and Student Affairs.
* Client Relations Recovery and Banking Dealing Documents and Control.

ASSISTANT MARKEKING MANAGER | 2021 – 2022 **Pak – Qatar Family Takaful** * Corporate Communications.
* Marketing Analysis.
* Brand Development.
* Public and Media Relations.
* Marketing and Advertising.
* Marketing Positioning.
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|  EducAtion |  | **UNIVERSITY OF PESHAWAR**Master of M.Sc – Economics **UNIVERSITY OF PESHAWAR** Bachelor of Sociology and social Work  |
| LANGUAGES |  | English Urdu and Pushto  |
| CERTIFICATES |  | Foundation Training Certificate on Pak Qatar Family Takaful Social Work Program Certificate on University Of Peshawar **Reference :** To Be Provide on Request  |