



DAWOOD KHAN

EXPERIENCE

North West Genral Hospital and Research Centre Peshawar

CASHIER - January 2023 to Present

- Handled cash, card payments, and maintained accuracy.
- Collected fees, managed pharmacy transactions, and processed financial transactions.
- Oversaw patient registrations, admissions, and discharges.
- Ensured patient privacy compliance, resolved billing inquiries, and disputes professionally.

Parona PVC Plastic & allied Industry Nowshera Road Risalpur

CASHIER - December 2020 to March 2022

- Receiving payments and issuing receipts
- keeping track of all cash and credit transactions
- Collect payments whether in cash or credit
- Maintain clean and tidy checkout areas

EDUCATION

Abdul Wali Khan University Mardan

Bachelor of Business Administration (Finance) - 2017 to 2021

- Gpa : 3.26 out of 4.00
- Percentage : 81%

Board of Intermediate and secondary Education Mardan

F.SC (Pre-Engineering) - 2014 to 2017

- Marks : 717 out of 1100
- Percentage : 65%

Board of Intermediate and secondary Education Mardan

SSC (Science) - 2013 to 2014

- Marks : 687 out of 1100
- Percentage : 62%

Khyber Pakhtunkhwa Board of Technical Education Peshawar

Diploma in Information Technology - 2018 to 2019

- Marks : 1021 out of 1400
- Percentage : 72%

Institute of Cost and Management Accountants of Pakistan

Chartered Management Accountant - 2024 to In Process

- Currently enrolled in Managerial Level 2

About Me

Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.



+923169668191
+923339843975



dawoodzarrar995@gmail.com
dk102178@gmail.com



village chamrang garhi ismail
zai post office garhi kapura
mardan Pakistan



01-04-1998

Expertise

- Microsoft Word.
- Microsoft Excel.
- Microsoft Powerpoint.
- Facebook Marketig expert.

Skills

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Languages

- English
- Urdu
- Pushto