

MEHRAN KHAN



📍 Village Mian Dheri Tehsil Ghazi District Haripur, Pakistan

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✉ Mehrankhan992255@gmail.com

Gender Male | **Date of birth** 28/04/1996 | **Nationality** Pakistani

WORK EXPERIENCE

August 2019 to July 2020

Accounts Assistant

Hazara School & College Ghazi

- Maintaining and preparing records.
- Cash book & Petty cash.
- Income and Expense Account.
- Cash Management and Disbursement.
- Fee Records.
- Clerical work.
- Public Handling.
- Data Entry.

Oct 2018 to July 2019

Lecturer of Commerce

Punjab Group of Colleges Haripur

- Worked as Commerce and Accounting Teacher.

March 2019 to July 2019

Accountant

Punjab Group of Colleges Haripur

- Maintaining Accounts.
- Profit and loss account.
- Cash book & Petty cash.
- Salaries and Payroll.
- Income and Expense Account.
- Maintaining Fee Records.
- Cash Management.
- Data Entry.
- Clerical Work.

Diploma and Certificates

June 2019 to November 2019

IT FOUNDATION

Skill Development Council Peshawar (SDCP)

28 May 2022

English Language Certificate (IELTS)

Listening (6.5) – Reading (6) – Writing (6) – Speaking (5.5)

EDUCATION

Sep 2017 to July 2019

Bachelor of Business Studies (BBS)

University of Haripur

3.29 / 4.0 CGPA

Major Subjects

- Management
- Financial Accounting
- Cost Accounting
- Business / Corporate Finance
- Human Resource Management
- Marketing
- Organizational / Consumer Behaviour
- Management Information System
- Entrepreneurship

Personal Skills

- Communication Skills
- Managerial / Organizational Skills
- Computer Skills
- Team Work
- Administrative Skills
- Printing & Scanning

Languages

Urdu (Mother Language)

English

Hindko

Interest & Hobbies

Badminton

Music

Travelling

Reading

References

- **Mr. Muhammad Sohail**
Head of Department
Department of Management Sciences
Government College of Management Sciences Haripur, Pakistan
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- **Mr. Gul e Faris Zaman**
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