



Gul Tayaz Khan

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Summary

Dedicated and results-driven finance professional with an MBA Finance and over 4 years of progressive experience in the financial sector. Adept at applying strategic financial expertise to drive organizational growth and optimize operational efficiency. Possess a proven track record of successfully managing financial operations, analyzing market trends, and developing sound financial strategies. Effective communicator with strong analytical skills, a commitment to compliance, and a passion for delivering exceptional financial outcomes.

Skill Highlights:

- Financial Analysis
- Adaptability
- Strong decision maker
- Complex problem solver
- Good Communication

Experience:

DEO-Junior Executive – 20 Oct, 2021- Still Working

NADRA, Pakistan

Job Description:

- As Junior Executive my primary responsibility is to support senior executive and Management of the organization.
- I schedule appointments, manage emails, drafted documents.
- I also conduct research on various topic related to the organization operations.
- I participated in meetings and provided input on various projects or initiatives.
- I am also involved in developing and implementing strategies to improve the organization's operations, such as process improvements

Assistant Manager- 13 Feb, 2019 to 15 Oct, 2021

MCC Construction Company Bannu

Job Description:

- Managed and supervised administrative tasks within the project, ensuring efficient and smooth operations.
- Oversee accounts payable and receivable functions, ensuring accurate and timely processing of invoices, payments, and collections.
- Prepare and analyze financial statements, reports, and budgets to provide insights into the company's financial performance
- Manage end-to-end supply chain processes, including procurement, inventory management, and distribution, to optimize efficiency and minimize costs.
- Maintain relationships with suppliers, negotiate contracts, and evaluate vendor performance to ensure timely delivery of quality products.

Education:

- ❖ **MBA Finance (Equivalent to MS)**
Session: 2015-2019
GPA: 2.87
Institute Of Management Sciences Peshawar
- ❖ **Bachelor Of Arts**
Session: 2013-2015
Obtained marks : 292/552
University Of Science and Technology Bannu
- ❖ **FSC Pre-Engineering**
Session: 2010-2012
Obtained marks: 668/1100
Board Of Intermediate and Secondary Education Bannu
- ❖ **SSC Science**
Session : 2008-2010
Obtained marks: 672/1050
Board Of Intermediate and Secondary Education Bannu

Certification:

- ❖ **Diploma In Information Technology**
Session 2013-2014
Obtained marks:1029/1400
Khyber Pakhtunkhwa Trade Testing Board
- ❖ **Supply Chain Management Certificate**
Training Period: 11,Oct,2018 – 31,Dec,2018
Institute Of Management Sciences Peshawar

Hobbies:

- ❖ Cricket
- ❖ Reading Books
- ❖ Listening Speeches

Languages Known:

English	Urdu	Pushto
Fluent	Expert	Native