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| **Personal Info:** | HASSAN KHANFather’s Name: Ali Hassan khanGender: Male Address: Garhi Banoriyan Kohat CityCell: +92 3349094983Hk42166777@gmail.com |  |

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| **Objective:** | A highly organized and hardworking individual with the passion of Accounting and Finance and looking for a responsible position to gain practical experience I want to be a part of any firm where I utilize my skills and gain further experience. |  |  |
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| **Experience:** |

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| Organization | **MEMAAR DEVELOPERS** |
| Designation | Finance Officer |
| Location | Peshawar, Pakistan |
| Tenure |  Jun 2023 to Till Date |
| Description | * Making Monthly report of Financial Position
* Accounts Ledger
* Income Statement
* ERP Software
* Bank Reconciliations
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| Organization | **TOYOTA Khyber Motors** |
| Designation | Account Officer |
| Location | Peshawar, Pakistan  |
| Tenure | Jan 2022 to May 2023 |
| Description | * Preparing financial documents such as invoices, bills, and accounts payable and receivable.
* Completing purchase orders.
* Completing financial reports on a regular basis and providing information to the finance team.
* Assisting with budgets.
* Completing bank reconciliations.
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| Organization | **Khushali Microfinance Bank Ltd**  |
| Designation | Asset Data Entry Officer  |
| Location | Islamabad, Pakistan  |
| Tenure | 1nd June 2022 To 1st November 2022 |
| Description | * Followed data program techniques and procedures to maintain data requirements.
* Transferred data from hard copies to digital database, organizing information in new Formats.
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| **Education:** |

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| **Degree Name** | Accounting & Finance |
| **Level Attained** | Bachelor’s Degree  |
| **Institute** | International Islamic University Islamabad  |
| **Session** | 2021 |
| **Degree Name** | F.SC |
| **Level Attained** | Pre Engineering  |
| **Institute** | Al Asar Collage Kohat |
| **Session** | 2017 |

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| **Language** |

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| **Reading** | **Writing** | **Speaking** | **Understand** | **Typing** | **Shorthand** |
| **English**  |
| Fluent | Fluent | Fluent | Fluent | Fluent | --  |
| **Urdu** |
| Fluent  | Fluent | Fluent | Fluent | --  | --  |
| **Pashto** |  |  |  |  |  |
| Fluent  | Fluent | Fluent | Fluent | --  | --  |
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| **Certification And Achievements:** * Certificate of Computer Course of 3 Months.
* Certificate of Quicbook Accounts Software
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| **Skills** |

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| * Proactive approach to problem solving
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| * Inquisitive, venturesome, self – starter, respectful of other human beings
* Excellent communication skills with the ability to interact with multilingual people
* High level of interpersonal and communication skills
* Good coordination & interpersonal skills.
* Working capability in Multi-cultural & competitive environment
* Well managed and well-mannered approach towards official tasks
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