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| |  |  |  | | --- | --- | --- | | **Personal Info:** | HASSAN KHANFather’s Name: Ali Hassan khan Gender: Male  Address: Garhi Banoriyan Kohat CityCell: +92 3349094983[Hk42166777@gmail.com](mailto:Hk42166777@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:** | |  |  | | --- | --- | | 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 | |  |  | |  | | | 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. | | 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. | |  | | |  | | | | | | | | |  | |  | |
| |  | | --- | |  | | **Education:** | |  |  | | --- | --- | | **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 | | |  |  | | | | | | | | | | | | |
| **Language** | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Reading** | **Writing** | **Speaking** | **Understand** | **Typing** | **Shorthand** | | **English** | | | | | | | Fluent | Fluent | Fluent | Fluent | Fluent | -- | | **Urdu** | | | | | | | Fluent | Fluent | Fluent | Fluent | -- | -- | | **Pashto** |  |  |  |  |  | | Fluent | Fluent | Fluent | Fluent | -- | -- | |  |  |  |  |  |  | |  |  |
| **Certification And Achievements:**   * Certificate of Computer Course of 3 Months. * Certificate of Quicbook Accounts Software | | | | | | |
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| |  |  |  |  | | --- | --- | --- | --- | | **Skills** | |  | | --- | | * Proactive approach to problem solving | | * 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 | | | | | | | | | | | | | |