* Address: in pakistan: +00923159810395
* Email: [khattak.ca.1@gmail.com](mailto:khattak.ca.1@gmail.com)
* Nationality: Pakistani
* Date of berth : 20.10.1989

***PROFESSIONAL PROFILE:***

*A dominating individual possessed with strong interpersonal skills. Proficient over handling Accounts. Committed over providing professional expertise even under most difficult circumstances while meeting strict deadlines, besides, giving attention to detail. Have excellent verbal and written communication skills.*

***CAREER OBJECTIVE:***

*Being a result oriented professional and having extensive background in the field of Accounts, I wish to get hold of a position compatible with my qualification, experience and the ability of taking the new challenges.*

**CORE COMPETENCIES**

* Ability to work as part of a team.
* Flexible, open to ideas and willing to learn
* Superb oral and written communication skills in English, Urdu, Pashto.

**CAREER HISTORY**

ACCOUNTANT: NAFEES PLASTIC INDISTRY

From April 2019 to . (PESHAWAR, PAKISTAN)

JOB RESPONSIBILITIES:

To record and maintain all financial and inventory transactions using Quick Book based accounting software running at organization including purchasing of raw material, issue to work in process, issue to finish goods, contract orders to sales transactions, payment to suppliers and receipt from debtors against sales etc.

* Preparing Trial balance.
* Preparing profit and lost Analysis.
* Preparing balance sheet.
* Preparing bank reconciliation statement.
* Preparing creditors/debtors ledger reconciliation.
* Preparing audit reports, stock report and monthly stock taking etc.

Report direct to top management.

ACCOUNTANT: AT FRESH WELL SUPERMARKET DUBAI

MARINA VIEW TOWERS BEHIND MARINA MALL DUBAI



JOB RESPONSIBILITIES:

To record and maintain all financial and inventory transactions using IPO’S based accounting software running at organization including purchasing and sale goods. Maintain daily based accounting record.

* Daily based cash hand over to finance director.
* Preparing Trial balance.
* Preparing profit and lost Analysis.
* Preparing of PDC cheques statement
* Preparing creditors records.
* Preparing stock report etc.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information..
* Maintains accounting controls by preparing and recommending policies and procedures.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.

ACCOUNTS MANAGER: AMIN GROUP OF INDUSTRIES

From April 2017 to Dec 2018. (PESHAWAR, PAKISTAN)



JOB RESPONSIBILITIES:

To record and maintain all financial and inventory transactions using Oracle based accounting software running at organization including purchasing of raw material, issue to work in process, issue to finish goods, contract orders to sales transactions, payment to suppliers and receipt from debtors against sales etc.

* Preparing Trial balance.
* Preparing profit and lost Analysis.
* Preparing balance sheet.
* Preparing bank reconciliation statement.
* Preparing creditors/debtors ledger reconciliation.
* Preparing audit reports, stock report and monthly stock taking etc.
* Report direct to CFO and top management.

TRAINEE IN AUDIT AND ADVISORY DEPARTMENT; SEHGAL SHAHID AND SAFDAR CHARTERED ACCOUNTANTS From 01 April 2016 to 31st March 2017. (PESHAWAR, PAKISTAN)



JOB RESPONSIBILITIES:

* Preparation of invoices
* Maintenance of cash book and ledger
* Assistance in inducting audit
* Preparation of financial Statement %.
* Preparation of monthly staff salaries.
* Preparing all payment vouchers and cheque for all kinds of payments and transfers.
* Monitoring, and reviewing accounts receivables and payables.
* Bank Reconciliations.

ACCOUNTS OFFICER; ROYAL TEXTILE MILLS LIMITED. 01 Jan 2015 TO 28 FEB 2016. (PESHAWAR, PAKISTAN)



JOB RESPONSIBILITIES:

* Preparation of invoices
* Maintenance of cash book and ledger
* Preparation of financial Statement %.
* Preparing all payment vouchers and cheques for all kinds of payments and transfers.
* Monitoring, and reviewing accounts receivables and payables.
* Bank Reconciliations.

HOBBIES:

Reading, Sports.

INFORMATION TECHNOLOGY SKILLS

Hands on experience in Microsoft Windows, MS Outlook and MS Office, and Out Look, MS Word, MS Excel, MS PowerPoint, Using Internet Explorer, Internet & e-mail, Orical software, IPO’S Software.

FORMAL EDUCATION

* Bachelor of Commerce (A.W.K.U PAKISTAN);
* D.Com (BTE PESHAWAR, PAKISTAN).
* Matriculation (BISE MARDAN, PAKISTAN)

**REFERENCES:**

* Reference will be provided on spot if necessary