# Muhammad Behzad Khan

Main Charkhana Road, Nauthia Jadeed, Peshawar, Pakistan

mbehzadk@gmail.com

03459412193

## Personal Statement

I am seeking for growth position where skills, knowledge and abilities can be productivity utilized towards achieving professional and personal goals. Situations that require the extensive utilization of my planning, problems solving, decision making development and technology related skills.

## Work history

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| UPS - PakistanPeshawar, PakistanAug 2022 - Present | Accounts OfficerInternational Invoicing. Maintaining Cash Book, Bank Book, Ledgers and Receipt & Payment Vouchers. Handling the petty cash for administrative expenses. |
| Frontier Foundation Welfare Services Peshawar, PakistanSep 2016 - Jul 2022 | AccountantPreparation of monthly financial statements and periodic reports to the management to facilitate cost control. Maintaining Cash Book, Bank Book, Ledgers and Receipt & Payment Vouchers.  |
| ZXMCO PakistanPeshawar, PakistanAug 2014 - Jul 2016 | Executive – Admin & Accounts Maintaining Cash Book, Bank Book, Ledgers and Receipt & Payment Vouchers. Handling the petty cash for administrative expenses. |
| Baker Tilly InternationalIslamabad, PakistanSep 2012 - Aug 2014 | Senior Auditor To provide financial consultancy and conduct External & Internal Audit of various Public/Private Limited companies, Government and Semi Government organizations, Charitable and other Non-Profit Organizations. |

## Qualifications

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| Association of Chartered Certified Accountants Lahore, Pakistan2010 - Present | Chartered Certified AccountantFinancial & Cost Accounting, Financial Management, Taxation, Audit, Corporate Law |
| Association of Chartered Certified Accountants Peshawar, Pakistan2006 - 2008 | Certified Accounting TechnicianAccounting, Auditing and Financial Management |
| Benevolent Public SchoolPeshawar, Pakistan2006 | Secondary School Certificate |

## Technical skills

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| * Microsoft Office
 | * QuickBooks
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## Referees

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| Zia MuhammadAssistant Manager Finance - Ghulam Farooq Group of Companiesziamuhammad58@gmail.com+923159228879 | InamullahAssistant Director - Budget & Accounts - Provincial Assembly of Khyber Pakhtunkhwainam.assembly90@gmail.com00923459085967 |