# Muhammad Behzad Khan

Main Charkhana Road, Nauthia Jadeed, Peshawar, Pakistan

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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 - Pakistan  Peshawar, Pakistan  Aug 2022 - Present | Accounts Officer  International Invoicing. Maintaining Cash Book, Bank Book, Ledgers and Receipt & Payment Vouchers. Handling the petty cash for administrative expenses. |
| Frontier Foundation Welfare Services  Peshawar, Pakistan  Sep 2016 - Jul 2022 | Accountant  Preparation 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 Pakistan  Peshawar, Pakistan  Aug 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 International  Islamabad, Pakistan  Sep 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, Pakistan  2010 - Present | Chartered Certified Accountant  Financial & Cost Accounting, Financial Management, Taxation, Audit, Corporate Law |
| Association of Chartered Certified Accountants  Peshawar, Pakistan  2006 - 2008 | Certified Accounting Technician  Accounting, Auditing and Financial Management |
| Benevolent Public School  Peshawar, Pakistan  2006 | Secondary School Certificate |

## Technical skills

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| * Microsoft Office | * QuickBooks |

## Referees

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| Zia Muhammad  Assistant Manager Finance - Ghulam Farooq Group of Companies  ziamuhammad58@gmail.com  +923159228879 | Inamullah  Assistant Director - Budget & Accounts - Provincial Assembly of Khyber Pakhtunkhwa  inam.assembly90@gmail.com  00923459085967 |