



# RESUME



## M. MUJTABA LATIF

### PERMANENT ADDRESS

House 454, Street 27 Sector D4 Phase I Hayatabad, Peshawar, Khyber Pakhtunkhwa, Pakistan.

### PERSONAL INFORMATION

✚ Father's Name : Latif Khan  
✚ Date of Birth : 04<sup>th</sup> September, 1997  
✚ C.N.I.C # : 14203-5308815-5  
✚ Domicile : Karak  
✚ Nationality : Pakistani  
✚ Religion : Islam  
✚ Marital Status : Single  
✚ Cell : 0092-349-5164159  
✚ Email : [mujikhan3288@gmail.com](mailto:mujikhan3288@gmail.com)

### CAREER OBJECTIVES

To work in a dynamic organization where efforts are recognized, rewarded through elevation in status and where ample opportunities for learning and career advancement exist.

### ACADEMIC QUALIFICATION

ACADEMIC	YEARS	Major Subject	INSTITUTE BOARD
S.Sc	2012	Mathematics, Chemistry, Physics, Biology	BISE Peshawar
F.Sc	2014	Chemistry, Physics, Mathematics	BISE Peshawar
BBA (HONs)	2017-2021	Specialization in Finance	The University of Agriculture, Peshawar

### EXPERIENCE

✚ 06 months internship as Accountant in Fatimid Foundation, Hayatabad Peshawar ✚  
02 months internship in AGPR

#### Accounts Officer

**Stanley Pharmaceuticals Pvt Ltd (ISO Certified)**

24 Jan, 2022 Till Date

Plot # 84/B, Industrial Estate, Jamrud Road, Hayatabad, Peshawar

#### Job Responsibilities

- ✚ Financial record keeping by using Quick Book financial tool and ERP Based software.
- ✚ Reconciling the General ledger, bank statements, and established, maintained supplier & 115 Distributors accounts.
- ✚ Salaries & Overtime of the employee's verification and disbursement.
- ✚ Assist Import officer and correspondence with the banks.
- ✚ Assist with the annual audit maintain financial files and records

## ■ ■ LANGUAGES:

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- ■ English. (Read, Write and Speak Fluently)
- ■ Urdu. (Read, Write and Speak Fluently)
- ■ Pashto. (Read, Write and Speak Fluently)

## ■ ■ COMPUTER SKILLS:

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- ■ MS Office
  - ■ Internet Surfing
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